



# CITY OF WILLIAMSBURG



★ Adopted Budget

Fiscal Year 2013

1699



## CITY COUNCIL

Clyde A. Haulman  
Paul T. Freiling  
Judith N. Knudson  
D. Scott Foster, Jr.  
Douglas G. Pons

Mayor  
Vice Mayor  
Member  
Member  
Member

## OFFICIALS

Jackson C. Tuttle, II  
Jodi M. Miller  
Christina Shelton  
Donna Scott  
Philip F. Serra  
Mark A. Barham  
Daniel G. Clayton  
David C. Sloggie  
W. Patrick Dent  
Lori C. Rierson  
Reed T. Nester  
Peter P. Walentisch  
Michele Mixner DeWitt

City Manager  
Assistant City Manager  
City Attorney  
Clerk of Council  
Director of Finance  
Director of Information Technology  
Director of Public Works  
Police Chief  
Fire Chief  
Director of Recreation  
Director of Planning  
Director of Human Services  
Economic Development Director



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Williamsburg  
Virginia**

For the Fiscal Year Beginning

**July 1, 2011**

*Linda C. Danison Jeffrey R. Evans*

President

Executive Director

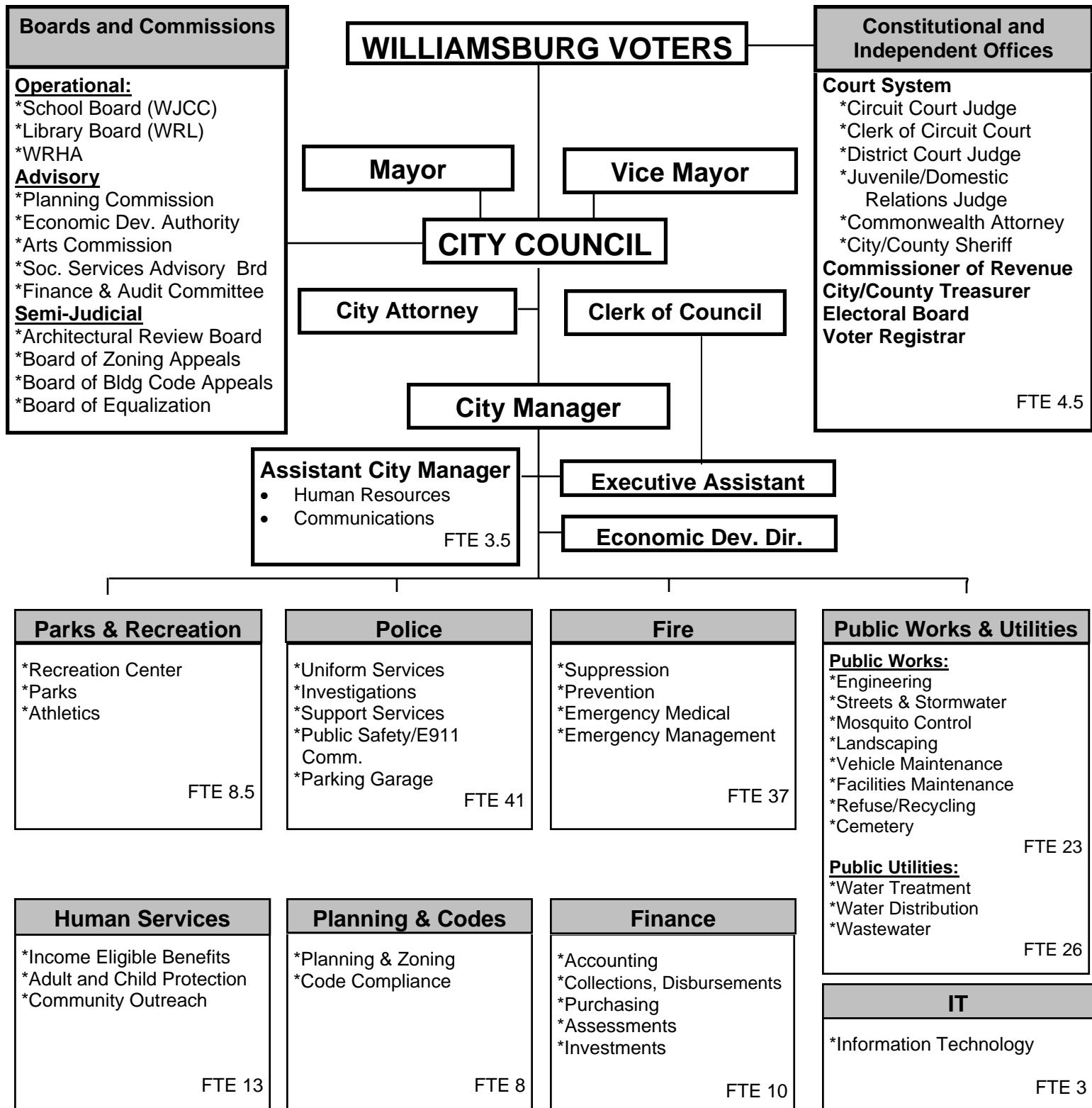
The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Presentation to the City of Williamsburg for its annual budget for the fiscal year beginning July 1, 2011.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

# City of Williamsburg

## Organizational Chart



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## Budget Message

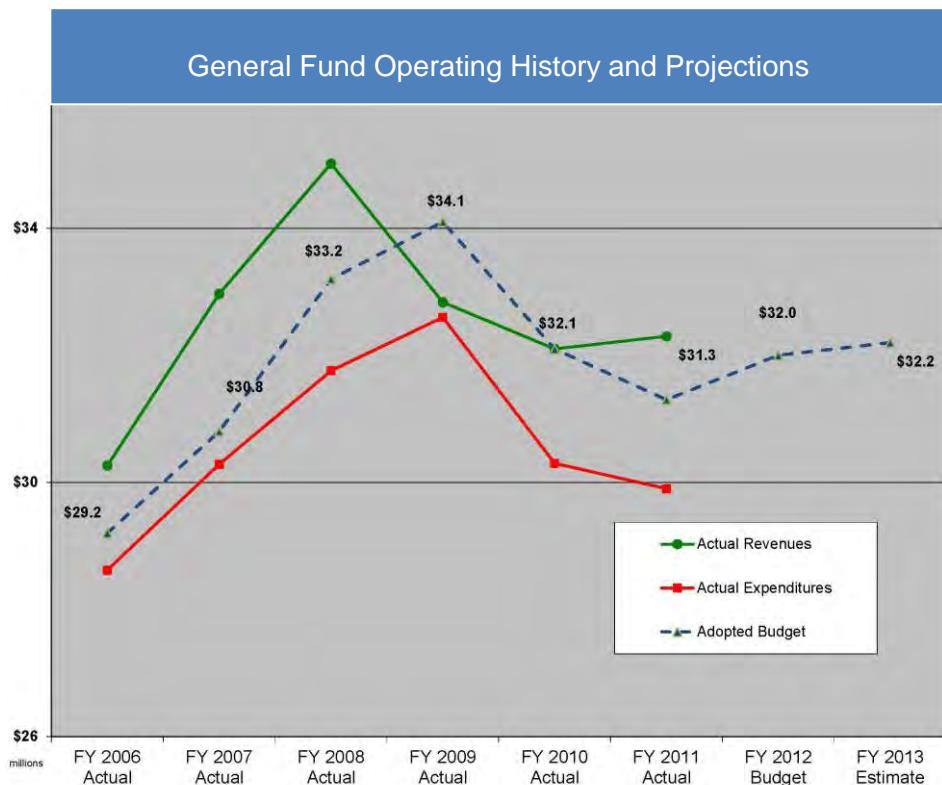
### City of Williamsburg Fiscal Year 2013 Proposed Budget

TO: Mayor and City Council  
DATE: March 16, 2012  
SUBJECT: City Manager's Budget Message

#### INTRODUCTION

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With the past as prologue, the graph tells the story of a city government responding successfully to the recession of 2008 by taking action to remain financially strong.



The graph does not, however, demonstrate an equally important outcome: Williamsburg has

- Not noticeably curtailed the city services it provides to the public;
- Nor has it retreated from an ambitious strategic agenda per City Council's Biennial Goals, Initiatives and Outcomes (GIOs);
- Nor has it pulled back from measuring and reporting results through its Performance Management System.



## Budget Message

To the contrary, this budget document contains an up-to-date assessment of progress in accomplishing the GIOs, and it reports performance information for each department and cost center (see Section B).

Despite strong past performance, the General Fund Budget for fiscal year 2013 begins with three big challenges to overcome in the form of additional burdens over the current year:

	<u>Added Cost</u>	<u>Percent Increase</u>
• Contribution to W/JCC Schools	\$415,000	5.7%
• Contribution to the Virginia Retirement System	\$350,000	29.5%
• Escalation of Healthcare Insurance	\$140,000	10.0%

Simultaneously, the 2013 budget has big challenges to overcome in the form of declining revenue:

	<u>Loss of Revenue</u>	<u>Percent Decline</u>
• Decline in Real Estate Tax Receipts	\$600,000	6.1%
• Decline in Sales Tax for Education	\$ 85,000	9.8%

The net effect of these five challenges is approximately **\$1,590,000**. The story of this budget is how it tackles the problem using a combination of spending cuts and tax/fee increases. Spending cuts continue the intensive efforts over the past few years to save money without noticeable reductions in services to our citizens. This year, for the first time in twenty years since I have served as Williamsburg's City Manager, I find no acceptable alternative to recommending increasing the real estate tax rate by three pennies, and the personal property tax rate by 50 cents. Further, there are increases proposed in EMS fees and the cigarette tax.

Without any changes in tax/fee rates, estimated revenue next year will fall to approximately \$31.3 million leaving a gap of nearly \$1 million.

Looking at the overall picture for the year ahead, the Proposed **General Fund Operating Budget** can be summarized by:

- Projected Revenues of **\$32,223,520**, up by **1.3%**.
- Planned Spending of **\$32,291,878**, up by **1.0%**.
- Reserves brought forward of **\$68,358** to fund in part appropriated contingencies.
- Recommended increases in property tax rates, cigarette tax rates and EMS fees.
- Full time equivalent authorized positions of **182.5**, reduced from **202** in FY 2009.

## Budget Message

In the **Utility Budget**, **\$6,261,000** in operating revenues are projected, an **8.8%** increase. Recommended is a 6.0% Water and Sewer rate increase, from \$4.30 to **\$4.55** per one thousand gallons, beginning July 2012, per the Five Year Water and Sewer Rate Analysis. Comparing our water and sewer rates regionally:

Water and Sewer Rates (FY12) Per 1000 gallons	
Newport News	\$ 7.20
JCSA Residential	\$ 5.65
JCSA Commercial	\$ 6.25
Norfolk	\$ 9.72
Chesapeake	\$10.90
Virginia Beach	\$ 8.10
Williamsburg	\$ 4.30
(Does not include HRSD)	

In the General Fund **Capital Improvement Program**, a total of **\$6,065,950** is projected in new capital spending, plus \$892,946 in debt service payments, for a total of **\$6,958,896**. (See **Capital Improvements** Section E)

The combined total of the four funds – General Operating Fund, Utility Fund, Sales Tax/Capital Fund and the Public Assistance Fund – amounts to **\$48,734,497**.

With the above as an overview, the remainder of the Budget Message discusses issues particularly helpful in understanding and reviewing the proposed budget, beginning with General Fund revenue projections.

### REVENUE PROJECTIONS

Next year (FY 2013) we forecast General Fund operating revenues of **\$32,223,520**, a **1.3%** increase from the current year (FY 2012) budget amount. Looking at four broad categories:

	Share of Budget	FY 2012 Adopted	FY 2013 Proposed	Change
All Property Taxes	39%	\$ 12,355,150	\$12,629,600	2.3%
Other Local Taxes	44%	\$ 13,920,600	\$14,026,600	.8%
Fees, Charges, Miscellaneous	8%	\$ 2,588,177	\$2,673,759	3.3%
Intergovernmental	9%	\$ 2,960,171	\$2,893,561	(2.3%)

## Budget Message

In the **Budget Guide** (Section F) are detailed explanations of revenues, explaining the legal basis and ten year trends of all revenue sources. The following is a summary of significant revenue changes in next year's budget under the four categories:

1. **Real Estate Taxes.** Property tax projections are based on a total anticipated value of real estate of \$1.63 billion, a decrease from current land book values of 6.1% (5.0% residential, 7.9% commercial), reflecting a continuing declining real estate market. Backing up to the high watermark, since 2009 property tax revenue will have fallen 14.2% through 2013.

Each additional one penny on the tax rate would generate an estimated \$163,000. The Proposed Budget recommends a three cent tax increase from \$.54 to \$.57 per hundred dollars of assessed value. For a \$200,000 house, this adds \$60.00 to the tax bill. Very importantly, the decline in assessed value on average of 5% results in a near identical tax bill (\$1080 @ 54 cents v. \$1083 @ 57 cents).

2. **Personal Property Taxes.** Better known as the "car tax," the personal property tax rate is currently \$3.50 per 100 of value (offset by tax relief from the state). In order to close the revenue gap in this year's budget, I recommend an increase to \$4.00 which matches the rate in York and James City Counties. The increase will generate \$325,000 in new revenue. On a \$20,000 vehicle, it will cost an extra \$56 (\$280 @ \$3.50 v. \$336 @ \$4.00).

Tax Rates (FY 12) Per \$100 of Assessed Value		
	Real Estate	Personal Property
James City County	.77	4.00
York County	.6575	4.00
Newport News	1.10	4.25
Hampton	1.04	4.25
Poquoson	.92	4.15
Williamsburg	.54	3.50

3. **Other Local Taxes.** Other local sources of taxation include various consumer utility taxes and franchise fees, business licenses, transient lodging and prepared food or "room and meal" taxes. Taken together, other local taxes will generate \$14,026,600, a 0.8% increase from the current year budget amounts.

The estimate for room and meal tax collections totals \$3,400,000 for room tax, level with last year's estimate; and \$6,150,000 for meal tax, a 4.2% increase, from last year's adopted budget. These estimates remain below 2008 levels. The room tax estimate does not include the \$2.00 destination marketing surcharge for additional tourism promotion, which is a separate line item in the budget of \$1.3 million.

Currently, the cigarette tax in the city is \$.25 per pack. An increase to \$.30 generating an additional \$30,000 in revenue is proposed.

## Budget Message

Taken together, all local sources of taxation, property and other local taxes, are expected to generate \$26,656,200, a 1.5% increase from the current year budget.

4. **User Fees, Charges, and Miscellaneous.** This broad category of locally generated revenue is expected to generate \$2,673,759, nearly level with the current year. An increase in Emergency Medical Services transport fees, bringing the scale of service charges closer to rates covered by insurance providers, is recommended for next year to help fill the revenue gap. This change is projected to net an additional \$100,000, or 23% in revenue. No other changes in fees for licenses and permits, nor for charges for service, are proposed in the budget.
5. **Intergovernmental - Revenue from the Commonwealth.** Revenues from the state government in the amount of \$2,893,561, which includes support for constitutional officers and various categorical grants, are estimated to decrease by 2.3%, based on current predictions of final state action on the FY 13 budget.



The estimate of Sales Tax for Education of \$772,468, based on State Department of Education calculations, is down by 9.8%, driving much of the decline in this category.

## EXPENDITURE ISSUES

Next year we have proposed General Fund operating expenditures of **\$32,291,878**, an increase of 1.0% from the current year adopted budget. Broken down in four large categories:

	Share of Budget	FY 2012 Adopted	FY 2013 Proposed	Change
City Departments	53%	\$17,100,715	\$17,234,953	.8%
Constitutional Officers and Judicial	7%	\$ 2,216,472	\$ 2,197,183	(.9%)
Education and Library	27%	\$ 8,119,872	\$8,551,407	5.3%
Outside Agencies	13%	\$ 4,534,630	\$4,308,335	(5.0%)

## Budget Message

Details on operating expenditures can be found under **Budget Summaries** (Section D). Highlights of significant expenditure issues are divided between "City Operational Issues" and "Outside Agency Issues."

### CITY OPERATIONAL ISSUES

**1. Staffing.** The total number of full time equivalent (FTE) positions authorized in city departments decreased from 202 in FY 09 to 183 in FY 12. The reduction has been accomplished through transfer and reorganization (including the 13 positions transferred to York County as part of the E911 consolidation), job consolidations, and reductions in force. Next year I recommend another reduction of one revenue technician in the Finance Department, and moving one employee in the Recreation Department from temporary part-time to permanent part-time status. These changes will result in an FTE of **182.5**.



Redoubt Park preserves & interprets two of the fourteen Civil War earthwork forts of the Battle of Williamsburg, May 5, 1862.

**2. Salary Ranges and Pay.** No funding for pay increases has been included in the proposed budget. Except for the 2% average merit increase in FY12, there have been no general pay increases since July 1, 2008.

**3. Benefit Reductions.** A number of employee benefit programs are recommended for elimination or curtailment to reduce spending. The total savings will be approximately \$93,000.

- Reduce the annual cap for the Dental Reimbursement benefit from \$2000 per family per year to \$1500.
- Reduce the Employee Education Assistance program by dropping eligible tuition reimbursement by 50%.
- Eliminate funding for employee Estate Planning Assistance which now pays up to \$350 one time for the preparation of wills.
- Eliminate the Retiree Health Insurance Supplement program which provides up to \$120 monthly to help retirees with their health insurance premiums. Elimination of this program also saves the cost of biennial post-employment benefit actuarial reports.



The City's 1949 fire engine carries City staff and their children -- a.k.a. "Colonial Snowpeople" -- in the 2011 Christmas Parade.

**4. Health Coverage.** The city's largely self-insured health care plan through Anthem has risen in cost dramatically in recent years, continues to rise. Over a five year period from 2005 to 2011,



## Budget Message

employee health care plan costs rose 75%, from \$990,611 to \$1.74 million. The City now pays 82%, and employees pay 18%, of the expense. For next year, Anthem's preliminary estimate is for another cost increase in the 10% to 12% range. The proposed budget includes an allowance for a 10% increase.

Therefore, the city should

- Obtain the final premium number from Anthem,
- Relook at a competitive alternative, specifically by getting another quote from the Commonwealth of Virginia's "Local Choice" program, and
- Reassess the city/employee share formulas to limit the city's expense to no more than 10% increase.



The City's Public Works Department staff worked throughout Hurricane Irene to clear street debris.

**5. Virginia Retirement System.** The contribution level set by VRS for Williamsburg in fiscal 2013 will increase from 16.44% to 21.29% of payroll as a result of the latest biennial actuarial valuation. This increase will add \$350,000 of expense to the General Fund, and \$58,000 to the Utility Fund. Group life insurance rates at 1.3% of payroll will add approximately \$73,000 expense to the budget. These increased costs are mostly the result of poor investment performance relative to actuarial assumptions. The problem is common to nearly all pension plans in recent years.

## OUTSIDE AGENCY ISSUES

Nearly one-half of the city's General Fund budget goes to agencies and activities not under City Council's direct operational control. Funding relationships are often complex, and vary in degrees of funding discretion possible from year to year. The "Notes on Funding Relationship," contained in the **Budget Summaries** and the **Budget Guide** (Sections D and F), help explain the city's role in providing financial support to these agencies and activities.

Background documentation from outside agencies is provided in the Appendix of the Proposed Budget, or provided under separate cover or electronically, as in the case of the School and the Library budgets.

A number of issues concerning outside agency funding requests for the coming year need to be highlighted:

1. **Schools.** Based on 1) the Superintendent's proposed budget, 2) current expectations of State and Federal funding, and, 3) current expectations for renewal of the five-year Joint School Agreement with James City County; we should expect a city contribution to the schools in the amount of \$7.741 million, 5.7% increase from the current year. The final



## Budget Message

amount will be determined by formula as set forth in the new five-year city/county Joint School Agreement to be effective July 1, 2012.

The city's school population has increased 88 students (from 828 to 916), while the county's has dropped (from 9,679 to 9,647). City children numbering 916 now account for 8.67% of the children enrolled in the system. This dramatic rise in students relative to the County, and the decline of state and federal dollars, will put a greater burden for school funding on city taxpayers in FY13 and in the years to follow. I expect FY14 to be another challenging budget to balance due to a projected large increase in school contributions.

2. **Library.** The Williamsburg Regional Library is funded under the revised library agreement with James City County, effective July 1, 2006. That agreement calls for funding of operational costs based on the proportion of circulation by residency. Based on the library's figures, the city/county circulation ratio to be applied in FY 13 is 16.6% city, and 83.4% county. The Library's proposed budget of \$5,822,178 is an increase of 0.3%, which will result in a city contribution of \$796,565.
3. **Regional Jail.** Funding the city's share of the Virginia Peninsula Regional Jail is expected to be \$1,262,414, nearly level with the current budget. State cuts in jail funding continue to drive up local jail costs, but the city share of jail costs is based on the average usage rate over the past five years. Each member jurisdiction (Williamsburg, James City County, York and Poquoson) pays for their share of the inmate population, based on location where the offense occurred and the arresting authority. We expect to pay 18% of local jail costs this coming year.
4. **Health Services.** The three agencies named below provide health services to city residents, workers and visitors. The total recommended funding for FY 13 is \$427,629:

The Peninsula Health District budget request to the city is \$98,339, a 12.6% decrease from the current year, based on a complex use-based formula.

The Human Services Advisory Board has recommended Olde Towne Medical Center (Williamsburg Area Medical Assistance Corporation or WAMAC) receive funding of \$83,430, the same as the current year. The Comprehensive Health Investment Program (CHIP) is no longer in operation. Part of the city support for this program has been transferred to Child Development Resources (CDR) as noted below.



Graduates of the City's 2011 Summer Youth Achievement Program.

Finally, Colonial Behavioral Health, the agency through which the city provides mental health and retardation services to its residents, requests an increase, but level funding in city contribution of \$245,860 is recommended again this year.

## Budget Message

**Human Service Agencies.** The city's Human Services Advisory Board, as requested by City Council, has evaluated Human Services Agency requests for funding, and made its recommendations to City Council. Their analysis and recommendations are in the Appendix to the Proposed Budget. Proposed for next year is \$88,244, an increase of 8.62% primarily the result of CDR funding.

### 5. Community and Economic Development Agencies.

#### Tourism Promotion

The city has supported tourism advertising and promotion through Colonial Williamsburg as our premier "destination driver," and the Greater Williamsburg Chamber and Tourism Alliance as our regional "destination" marketing organization."

This year Colonial Williamsburg Foundation has requested level funding of \$1,300,000. The Greater Williamsburg Chamber and Tourism Alliance, which in turn lends some support to the advertising campaigns of the Williamsburg Area Destination and Marketing Committee (WADMC), has requested an increase to \$850,000. I am recommending level funding for these two agencies. Despite our tremendous budget challenges, funding for tourism promotion is necessary to grow the economic base for future city budgets.



The City and Colonial Williamsburg have partnered with the EDA to create Williamsburg *Celebrates* Arts Events.



Tribe Square, opened in fall 2011, is an example of College of William & Mary investment in the City to provide additional student housing and new retail and dining options near campus.

The proposed budget also includes an estimated \$1,300,000 of pass through funding from the \$2.00 room surcharge to the Williamsburg Area Destination Marketing Committee's campaign. This brings the total city tax dollars for tourism promotion to \$3,250,000.

#### Economic and Community Development

In addition to tourism promotion, the city support is recommended for a number of other agencies that make important economic development and community development contributions to Williamsburg. These are listed in the Budget Summary section. No new requests have been recommended for funding (except Child Development Resources as

## Budget Message

noted previously), and only a few minor changes from the current year (such as reinstating the TNCC Discovery Center lease and no funding request from Crossroads).

6. **Cultural.** The Williamsburg Arts Commission has again performed the task of receiving, evaluating, and recommending funding for the arts. Their report is copied in the Appendix to the Proposed Budget. They recommend local (Williamsburg, James City County, and state challenge grant) arts funding of \$120,000. Of this amount, the city contribution would be \$55,000, level with current year.



One of 7 new businesses that have opened since February 2011 in the newly created Arts District, accounting for 32 new jobs.

### NEXT STEPS

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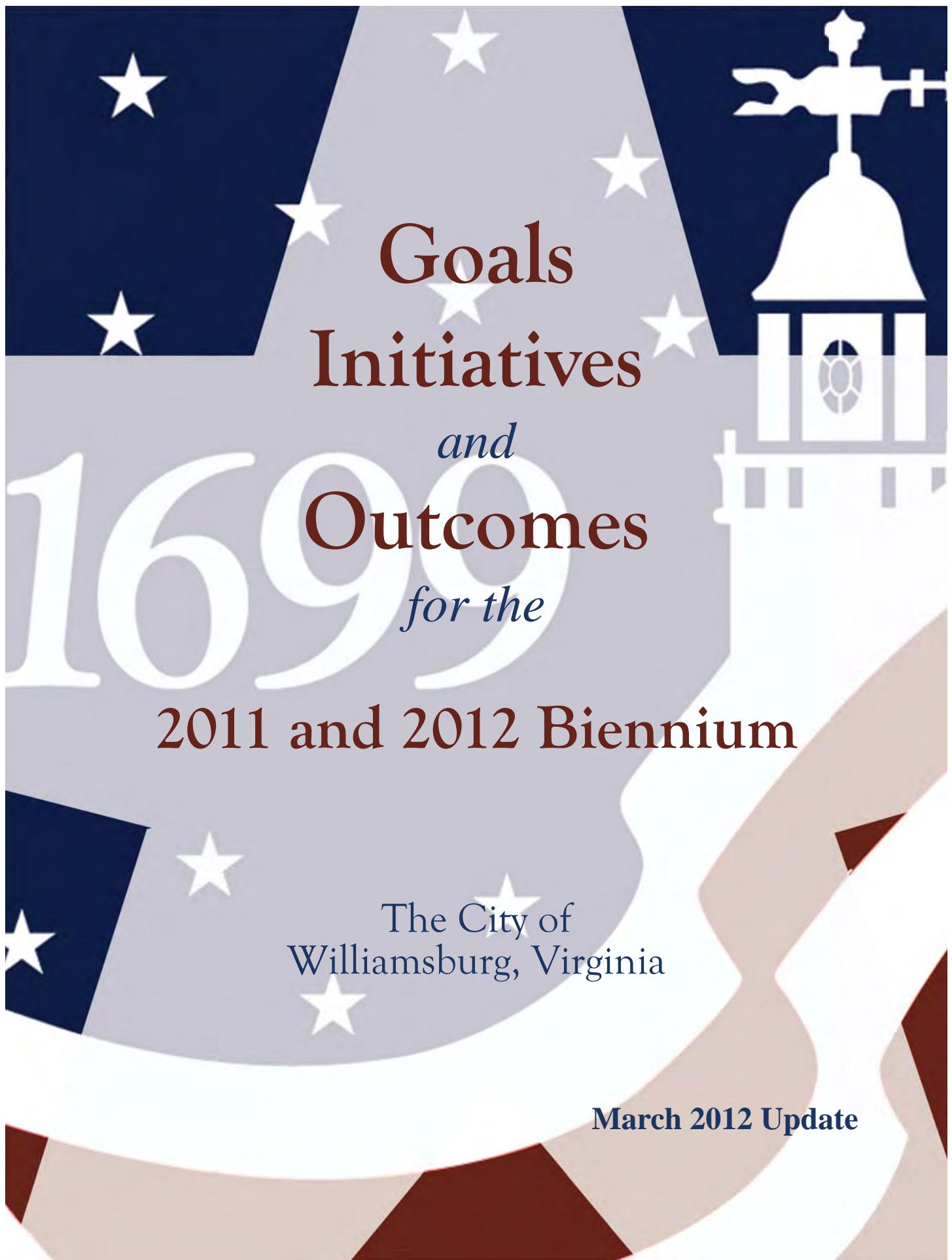
The budget process now moves from the staff level, formation phase, to the Council and public level, adoption phase.

The Budget Work Sessions, principally to look at outside agencies, are scheduled for Monday, March 19 and Tuesday, March 20. The school budget will be reviewed at the Monday, April 9 City Council work session. The formal budget hearing will be advertised for the April 12 City Council meeting. Adoption is scheduled for the May 10 Council meeting.



Jackson C. Tuttle  
City Manager





The City of  
Williamsburg, Virginia

March 2012 Update



## Introduction



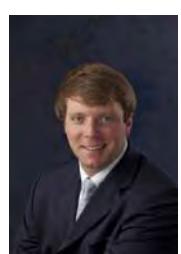
Clyde Haulman  
Mayor



Paul Freiling  
Vice Mayor



Judith Knudson  
Council Member



Scott Foster  
Council Member



Douglas Pons  
Council Member

### CITY OF WILLIAMSBURG VISION

***Williamsburg will become an evermore safe, beautiful, livable city of historic and academic renown, served by a city government—cohesively led, financially strong, always improving—in full partnership with the people who live, work and visit here.***

To advance the city's vision, every two years the Williamsburg City Council identifies new strategic objectives for city government. Biennial Goals, Initiatives and Outcomes (GIOs) provide an expression of city priorities, as specific and measurable as possible, covering a two year period. Longer term objectives are expressed in terms of what the city hopes to accomplish in the next two years toward that objective.

GIOs are not intended to be a comprehensive list of all city services and activities. Instead, they provide a concrete, coordinated expression of City Council's direction for change and focus in the near future. In that way, they drive city government operating budget and capital budget formation. The 20011/2012 Biennial Goals, Initiatives and Outcomes, adopted in November 2010, guide budget decisions for two fiscal years, that is for FY 12 and FY 13.

Under ten Goal statements 78 specific Initiatives are identified. In addition to the Initiatives, Outcomes from the National Citizen Survey (NCS), and "Desired Outcomes" and Observed Results," provide performance metrics which help assess goal achievement. Williamsburg participated in the NCS in May 2008 and 2010. Reported here are citizen ratings of "Good" or "Excellent" for 69 questions and whether those ratings were "above," "below," or "similar" to the benchmark average of hundreds of other cities and counties across the nation (cross referenced to the page in Williamsburg's NCS Report).

The Biennial GIOs are created in light of a variety of resources including the city's Comprehensive Plan, Five Year Capital Improvement Program (CIP), and Economic Development Strategic Plan; and with input from citizens, city staff, and volunteers. Biennial goal statements directly align with the 2006 Comprehensive Plan goals. Initiative statements with a  symbol directly link to projects in the city's CIP.

Public engagement is vital to the success of this process and is always welcomed. Go to [www.williamsburgva.gov/goals](http://www.williamsburgva.gov/goals) for information and a link to our online Open Forum.

Clyde Haulman, Mayor

Jackson C. Tuttle, City Manager



## GOAL I

**ENGAGE THE PEOPLE WHO LIVE, WORK AND VISIT HERE IN A FULLER COMMUNITY PARTNERSHIP– COMMUNICATING, PLANNING, IMPLEMENTING, GOVERNING – TO FULFILL WILLIAMSBURG’S VISION FOR THE FUTURE.**

### GOAL I INITIATIVES

#### **A. Comprehensive Plan Update and Interjurisdictional Coordination**

Begin the 2012 Williamsburg Comprehensive Plan update process by October 2011. Coordinate the plan update with James City County and York County, for substantial completion by December 2012. Strive to offer a common plan format and a joint public participation process, coordinated by the Regional Issues Committee.

Planning Commission work session in preparation for the Comprehensive Plan update began in January 2011, and will continue through November 2011. The three jurisdictions have selected four proposed Community Forum areas for the Plan update: (1) Riverside/Busch/Marquis area (JCC/Williamsburg/York); (2) Lightfoot/Pottery area (JCC/York); (3) Northeast Triangle and surrounding area (JCC/Williamsburg/York); and (4) Yorktown/Lower York County (York) – these Community Forums are scheduled in February and March 2012, with a follow up work session by the three Planning Commissions in April 2012. The City’s Comprehensive Plan update schedule is to have Planning Commission recommend adoption of the new Plan in December 2012.

#### **B. Citizen Communications Strategic Plan**

Develop and implement a Communications Strategic Plan by June 2011, which expands access to public information, reinforces transparency of city operations and services, and encourages citizen involvement in governance.



Presented communications strategy update and received feedback from Council at May 2011 Council Meeting. Implemented Social Media Policy to expand use of social media by City departments as part of overall communications strategy. Draft plan will be ready for review in spring 2012.

Increase citizens’ use of city’s e-notification system to 500 participants.

As of February 2012, 531 participants have signed up for City News/Updates.

#### **C. City/College (Town/Gown) Relations**

Support the work of the Neighborhood Relations Committee which brings together representatives of the College, City, students, landlords, neighborhood residents to strengthen and sustain improved community relations.



Deputy Planning Director coordinates the efforts and is the city representative on this group. NRC has met periodically and addressed issues before they became problems. Accomplishments to date include: creation of Neighborhood

## Community Engagement

411 website, brochures distributed door to door to renters, meetings with students and neighbors, research and responses to community complaints and concerns.

Join the International Town & Gown Association (ITGA) with the College of William and Mary to guide and encourage new town/gown initiatives.

City joined ITGA in December 2010. Deputy Planning Director, the NRC representative, attended the annual conference in June 2011.

### D. Stryker Center – City/Library Partnership

Explore and advance the concept of a partnership between the City and the Williamsburg Regional Library to replace the existing Stryker Building to meet the city's governmental needs, and to satisfy unmet demands for civic and community activity space and expanded access to digital and cultural services of the Library. This is the next step in development of the "City Square" municipal center.



The Center could include such features as a City Council chamber and conference room, voter registration, permanent and changing exhibit/gallery, and reception space – all shared with Library uses, such as, educational and arts programming, video production and origination, film screening, and diverse community meeting and activities...A place where citizens interact easily with government and one another.

The initial meeting was held with city and library staff with the architect/site planner for the Municipal Center.

### E. Communications Franchises

Negotiate a renewal of the telecommunication's franchises with Verizon and Cox Communications during the biennium.

Franchise with Cox Communications was renewed in May 2011. No progress has been made on the Verizon Franchise.

### F. Voter Rights Pre-Clearance

Submit an application to the U.S. Department of Justice and petition the Federal District Court to allow Williamsburg to be exempted from the preclearance process for changing voting and polling locations.

Pre-clearance exemption process is complete, the Order has been entered, and the City is now exempt from these requirements.

### G. City Council Meeting Time of Day

Move City Council Work Sessions from 4:00 p.m. to 7:00 p.m. on Mondays for a six month trial. Evaluate in April 2011.

Completed. Based on attendance records during the trial period, City Council reverted Work Session meeting times back to 4:00 p.m. beginning June 2011. Council agreed to continue to hold special meetings at 7:00 p.m. on specific policy issues as needed.

**GOAL I OUTCOMES****KEY OUTCOME MEASURES**

Desired Outcomes	Observed Results	
Increase the number of website visits by 5% each year.	Website Visits: FY 09 – 237,969 FY 10 – 257,394 <b>FY 11 – 259,124</b>	Change: - 8.2% .67%
Increase the number of online transactions by 5% each year.	Online transactions: FY 06 – 2,829 FY 07 – 3,369 FY 08 – 4,061 FY 09 – 4,288 FY 10 – 4,996 <b>FY 11 – 5,858</b>	Change: - 19.1% 20.5% 5.6% 16.5% <b>17.3%</b>
Increase the number of citizens signed up for “E-notify.”	Citizens signed up: FY 08 – 756 FY 09 – 1,686 FY 10 – 1,517 <b>FY 11 – 2,276</b>	Change: - 123.0% - 10.0% <b>50%</b>
Increase the number of press releases sent out and picked up by media.	Releases Sent FY 10 – 63 <b>FY 11 – 95</b>	Releases Picked Up FY 10 – 109 <b>FY 11 – 114</b>
Increase the use social media as a tool for public information dissemination.	Facebook Fans: YTD – 1,185 <b>FY 11 – 1,502</b>	Twitter Followers: YTD – 239 <b>FY 11 – 582</b>
Use attendance at City Council meetings to monitor community engagement.	Work Sessions <b>Began collecting data in Nov 2010. No report yet.</b>	Meetings <b>FY 11 – 18</b>
Use participation in Neighborhood Council of Williamsburg to monitor community engagement.	Neighborhood Memberships: <b>FY 11 – 18</b>	*Source: NCW

**Citizen Ratings of Goal I Outcomes  
from 2008 and 2010  
NATIONAL CITIZEN SURVEY**

<b>Measure</b>	<b>Percent Rated “Good” or “Excellent”</b>		<b>Compared to National Benchmark</b>
	<b>2008</b>	<b>2010</b>	
Opportunities to participate in community matters (p.40)	69%	71%	much above
Opportunities to volunteer (p.40)	80%	86%	much above
Public information services (p.43)	76%	80%	much above



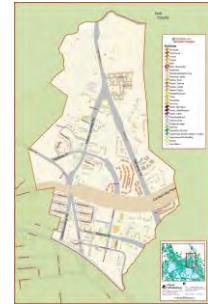
## GOAL II

**PROTECT AND ENHANCE WILLIAMSBURG'S UNIQUE CHARACTER AS DEFINED BY ITS ICONIC PLACES—THE COLONIAL WILLIAMSBURG HISTORIC AREA AND CAMPUS OF THE COLLEGE OF WILLIAM AND MARY—AND AS REINFORCED BY THE NATURAL AND MANMADE ENVIRONMENT OF ITS BEST ENTRANCE CORRIDORS, OPEN SPACES, AND PEOPLE PLACES.**

### GOAL II INITIATIVES

**A. Vision for Monticello/Lafayette/Richmond Road Area**

Create a vision plan for the area centered around Williamsburg and Monticello shopping centers, addressing future retail and residential improvements. This should be part of the 2012 Williamsburg Comprehensive Plan update, and coordinated with the arts district concept (see Goal III, arts district item).



The 2012 Comprehensive Plan will designate the “Midtown Planning Area” which includes the Arts District. The Comprehensive Plan will analyze existing conditions and recommend changes to zoning regulations, including permitted uses and residential density. This is the City's most urban commercial corridor with access to public transportation and adjacent to the College of William and Mary. The 2012 Comprehensive Plan and the ArtsSpace Survey results will recommend a vision for the area consistent with its location and potential.

**B. Vision for Northeast Triangle of City**

Appoint a focus group with representatives from city boards and commissions, citizens, business owners and city staff to develop a vision for the northeast “triangle” of the City (Capitol Landing Road - Merrimac Trail - Second Street), to be used as input for the 2012 Comprehensive Plan update. The focus group needs to complete work by fall 2011.

The Northeast Triangle Focus Group was appointed in December 2010, and completed its work in November 2011. Four public forums were held – on the entire focus area, on residential issues, on commercial issues, and to present the final report. The final report was presented to City Council in February 2012, and will be used as input for the 2012 Comprehensive Plan update and City Council’s 2013/2014 Goals, Initiatives, and Outcomes.

**C. Future Community in Southeast Quadrant** 

Work with Riverside Healthcare Association to plan and facilitate building high quality, sustainable new city neighborhoods and commercial areas between Quarterpath Road and Route 60 east, with Doctors Hospital of Williamsburg as an anchor. Coordinate development processes with James City County for a seamless new community of regional significance and in keeping with Williamsburg’s unique character.



The Development Plan for Battery Boulevard utilities and grading was approved by Planning Commission in May 2011. The site plan for Doctors’ Hospital was approved in May 2011 and Riverside broke ground in July 2011. Riverside is updating the Master Plan for the development. Discussion of this area



## Character of the City★ ★ ★ ★ ★ ★ ★ ★

was part of one of the first 2012 Comprehensive Plan Community Forum held in February 2012, and will be combined with discussion of the Marquis area in York County, and the Busch area in James City County. A follow up work session by the three Planning Commissions is scheduled for April 2012.

### D. Targeted Redevelopment Opportunities

Identify and prioritize redevelopment opportunities for individual underutilized properties, and work with the owners to facilitate new or adaptive reuse projects.

Staff meets regularly to confer on all known redevelopment opportunities where owners are actively engaged in redoing their properties. Several properties have been targeted and implemented: Tribe Square is complete, work is almost complete on the Hermes Building next to Paul's Deli, demolition is complete for Prince George Commons (Mama Mias redevelopment), a site plan/special use permit has been approved for the Carlton Holdings mixed use development on Second Street/Penniman Road (next to the Velvet Shoestring). All of these projects required extensive collaboration between the owner/developer and city staff.

Evaluate regulations and guidelines to determine if revisions would encourage redevelopment in targeted areas of the city.

This will be incorporated as a part of the 2012 Comprehensive Plan update, and will include the Northeast Triangle Planning Area, the Midtown Planning Area, and the Downtown Planning Areas, as well as examining other regulations on a City-wide basis.

### E. Corridor Beautification

Collaborate with James City and York Counties on efforts led by the Greater Williamsburg Chamber and Tourism Alliance to enhance the Route 60 east corridor from Busch Gardens into the city.

City Council has been briefed on the Rt. 60 corridor plan, and the project is partly funded in the CIP. With JCC and York, the city has applied for a VDOT Enhancement Grant. City Landscape Superintendent has been assigned as the City's project representative and Carlton Abbott and Partners is the consultant for the project. Colonial Williamsburg and Busch Gardens have pledged support.

Improve the pedestrian environment on Richmond Road and Scotland/Prince George Streets from the Deli area to Boundary Street in conjunction with redevelopment projects (Tribe Square, Mama Mias, and Hermes next to Paul's Deli).

Brick sidewalk has been installed along Richmond Road in front of Tribe Square, and a sidewalk has been installed along Prince George Street behind Tribe Square. The remaining sidewalk sections along Prince George Street from Boundary Street to approximately Braxton Court will be done with the Prince George Street reconstruction project with proposed revenue sharing funds in FY13.

Initiate the underground utility wires project on Page Street in fiscal 2012.

Preliminary discussions have been had with Dominion Power.

Work with CSX to remove litter from CSX right-of-way within the city and the Historic Triangle.

Most of right-of-way was cleaned last year. Discussions are in process with CSX to expedite approval process for the city to gain legal access to the property in order to remove litter.

## Character of the City★ ★ ★ ★ ★ ★ ★ ★

Demolish old fire station building on Ironbound Road and land bank site for a future second fire station.

Project completed – Fire station building was demolished and site restored in the fall 2011.

Replace existing raised median in 2011 at College Corner with granite curb median to better withstand heavy trucks.

Project completed.

### F. Open Space Preservation

Actively pursue acquisition of open space and land conservation, either through purchase of ownership or development rights, both in the City and in Waller Mill Reservoir watershed, whenever availability, price and budget capacity align.

Staff continues to stay abreast of potential property acquisitions in the watershed, no purchases to date.

Implement the new Heritage Tree Program with periodic progress reports on the success of the program during the biennium.

Completed. Program adopted and implemented in June 2010 with initial heritage trees named. Committee considered several subsequent nominations but they did not qualify for inclusion in the program.

### G. Historic Building Survey

Update the City's design review guidelines using information gathered from the historic building survey, by 2012.

The update of the Historic Building Survey is underway and expected to be completed in FY13.



**GOAL II OUTCOMES****KEY OUTCOME MEASURES**

Desired Outcomes	Observed Results														
Open space preserved as the largest single land use category in the City.	<p>In FY 11, there are 2,275 acres (39.5% of total City land area) reserved as open space either as public parks and parkways, College Woods, CWF golf courses or sensitive environmental no-build areas.</p> <p>*Source: City Planning Department</p>														
Overhead power lines replaced with underground lines throughout the City, especially on entrance corridors, at an average rate exceeding 1,000 feet per year since 1980.	<p><b>Approximately 700' of overhead lines were converted to underground along Ironbound Road in FY 11.</b> Since 1982, 32,250 (6.1 miles) have been placed underground by City action (an average 1,240 feet per year). No additional underground wiring has been placed since FY 08.</p> <p>*Source: City Public Works &amp; Utilities Dept.</p>														
The visual and historic character of the City protected through an active and effective architectural review program.	<p><b>48% of City land is subject to the Architectural Review Board. ARB total cases and percent approval:</b></p> <table> <thead> <tr> <th>Cases</th> <th>% Approved</th> </tr> </thead> <tbody> <tr> <td>FY 06 – 169</td> <td>98%</td> </tr> <tr> <td>FY 07 – 161</td> <td>84%</td> </tr> <tr> <td>FY 08 – 150</td> <td>83%</td> </tr> <tr> <td>FY 09 – 168</td> <td>82%</td> </tr> <tr> <td>FY 10 – 155</td> <td>84%</td> </tr> <tr> <td><b>FY 11 – 144</b></td> <td><b>90%</b></td> </tr> </tbody> </table> <p>*Source: City Planning Department</p>	Cases	% Approved	FY 06 – 169	98%	FY 07 – 161	84%	FY 08 – 150	83%	FY 09 – 168	82%	FY 10 – 155	84%	<b>FY 11 – 144</b>	<b>90%</b>
Cases	% Approved														
FY 06 – 169	98%														
FY 07 – 161	84%														
FY 08 – 150	83%														
FY 09 – 168	82%														
FY 10 – 155	84%														
<b>FY 11 – 144</b>	<b>90%</b>														
Redevelopment, infill, or new development projects continue to refresh the City as indicated by building permits valued at least \$50 million annually issued.	<p><b>Building permits issued and total value:</b></p> <p>FY 06 – 252 permits, \$56.4 mil      FY 07 – 291 permits, \$43.7 mil      FY 08 – 268 permits, \$55.4 mil      FY 09 – 200 permits, \$27.0 mil      FY 10 – 199 permits, \$22.7 mil  <b>FY 11 – 209 permits, \$24.6 mil</b></p> <p>*Source: City Codes Compliance Division</p>														



**Citizen Ratings of Goal II Outcomes  
from 2008 and 2010  
NATIONAL CITIZEN SURVEY**

<b>Measure</b>	<b>Percent Rated “Good” or “Excellent”</b>		<b>Compared to National Benchmark</b>
	<b>2008</b>	<b>2010</b>	
Overall Quality of Life in Williamsburg (p.7)	78%	87%	much above
Williamsburg as a place to live (p.7)	85%	88%	much above
Overall quality of new development in Williamsburg (p.16)	56%	60%	similar
Overall appearance of Williamsburg (p.16)	88%	91%	much above
Cleanliness of Williamsburg (p.28)	91%	92%	much above
Quality of overall natural environment (p.28)	76%	84%	much above
Preservation of natural areas (p.28)	58%	60%	above





## GOAL III

**INCREASE EMPLOYMENT OPPORTUNITIES, INCOME, BUSINESS SUCCESS,  
AND CITY REVENUES BY SUPPORTING AND PROMOTING THE CITY'S  
HERITAGE TOURISM AND EDUCATION BASE AND OTHER DEVELOPMENT  
AND REDEVELOPMENT OPPORTUNITIES.**

### GOAL III INITIATIVES

#### **A. Economic Development Strategic Plan Update**

Update the Economic Development Strategic Plan for the five year period 2011-2016, including input from the Historic Triangle Collaborative Economic Diversity Report, and incorporate its recommendations into the 2012 Comprehensive Plan.

The City's EDA has completed its call for public input and is analyzing nine issue areas for the updated plan. Analysis will coincide with the Planning Commission's Comprehensive Plan economy work session in May 2012. Anticipate completing the update by July 2012.



#### **B. EDA Programs**

Implement new or revise existing EDA programs, as needed, to encourage and facilitate redevelopment. These programs may include a façade improvement program, rehabilitation loan program, deal closing fund, and change-of-use loan program.

“Core Vitality Vision” has been discussed by a subcommittee of the EDA to focus attention on the city’s historic core between the Historic Area and the College and will be included in the updated Economic Development Plan. A spring William & Mary intern is analyzing best practices for a deal closing fund and what capacity (financial and personnel) is required to launch one.

#### **C. Economic Diversification Strategies**

Analyze the City’s role in a regional business incubator.

The three Economic Development Directors and EDA Chairs have agreed conceptually to a plan. Pending a written proposal from the James City County EDA.

Work with Riverside Healthcare Association to recruit compatible and regional professional service businesses to Class A office space at “Quarterpath at Williamsburg,” offering a “hub” location for eastern Virginia – Richmond to Hampton Roads.

Submitted the one million s.f. of future office space at Quarterpath at Williamsburg for an economic development headquarters prospect who is looking at Virginia and ten other states for a location. No localities in Virginia were successful with this proposal.

Additionally, the city is working with the Quarterpath at Williamsburg developer WVS Companies and the Quarterpath CDA, for this purpose.



### D. Tourism Marketing

Invest wisely in tourism promotion in fiscal years 2012 and 2013 through the Colonial Williamsburg Foundation, the Greater Williamsburg Chamber and Tourism Alliance, and the Williamsburg Area Destination Marketing Committee, to increase visitation to Williamsburg.

Council approved \$3.45 million in FY12 for tourism promotion through CWF, the Tourism Alliance and WADMC, same as FY 11.

Support the designation of the Historic Triangle as a “World Heritage” site.

Colonial Williamsburg Foundation is leading this effort and has submitted the first application to the U.S. Department of Interior.

Engage with William and Mary’s Tourism Task Force to attract and serve William and Mary related visitors to increase overnight stays and spending in the city.



First phase of William and Mary Tourism report was released in June 2011. The task force will continue to meet and will focus on developing and strengthening external tourism partnerships.

Promote arts, sports and other special events related tourism (see Goal VIII).

For the second year, Williamsburg Celebrates, a committee of the EDA, is organizing arts events for the month of September to coordinate with the Chamber and Tourism Alliance marketing of September as Arts Month in Williamsburg. For the second year, the EDA joined the EDAs of James City and York to fund a contract position to encourage and facilitate arts events in September. The contractor is working with businesses and organizations of the three localities to encourage them to hold arts events during September 2012.

The Chamber and Tourism Alliance Sports Committee is actively engaged in marketing our destination, and the Williamsburg area is a serious contender for several large sporting events in 2012 and beyond.

Prepare for and host the 2012 Virginia Municipal League Conference.

VML has entered into a contract with Colonial Williamsburg to bring the conference to the Williamsburg Lodge. The city has entered into a contract for “Host Locality Night” on September 24, 2012 at the Williamsburg Lodge. Plans are also underway for the November 2012 Transforming Local Government “Big Ideas” conference at the Woodlands.

Prepare for and host the 2011 Business Expansion and Retention International Conference.

Completed.

### E. Business Assistance and Recruitment



SCAN THIS QR CODE WITH THE  
CAMERA ON YOUR SMARTPHONE  
IN ORDER TO LAUNCH A MOBILE  
VERSION OF THIS MAP.  
\*You must download the app to view.



BROUGHT TO YOU BY THE WILLIAMSBURG ECONOMIC DEVELOPMENT AUTHORITY

## Economic Vitality



Design and implement a business ambassador program where members of the City Council and Economic Development Authority visit new and existing city businesses.

Since July 2011 through December 2011, 33 new businesses have obtained a business license in the City. At the end of each month, an EDA member and a City Council are matched with each new business for a welcome visit.

### F. Business Recycling

Encourage business recycling through implementing the business sustainability challenge and award program developed by the City's Green Team by November 2010. Evaluate standards that regulate outside recycling containers.

Green business challenge implemented in fall 2010. Seventeen city businesses were recognized for their recycling and green efforts. A 2012 green business challenge is planned in the March/April timeframe to coincide with Earth Day activities.

### G. New Retail Guide Deployment

Analyze the economic impact of the Williamsburg Retail and Dining Map at the end of 2011, and determine the return on investment for future printings.

The EDA continues to update and print the Williamsburg Shop and Dine Maps to encourage visitors to patronize City businesses. In 2011, 15,000 maps were printed and distributed, with 8,200 of them distributed at the New Kent I-64 Visitor Center.

### H. Arts and Creative Economy District

Move to the implementation phase of the arts district report as directed by City Council in May 2010, and coordinate this with the 2012 Williamsburg Comprehensive Plan Update and with the plans for the Vision of the Monticello Avenue/Richmond Road Area (see Goal II, first item). Implementation potentially includes adoption of an arts district ordinance that offers incentives and programs, identification of a viable cornerstone project in the district, and the design and launching of a marketing program to attract the "creative economy" to the arts district.



City Council adopted an Arts District Ordinance at its February 2011 meeting. Six partners (Busch Gardens, Chamber and Tourism Alliance, Chesapeake Bank, College of William and Mary, Colonial Williamsburg, and the EDA) joined the City to fund Artspace's Artists Survey to quantify demand in the Arts District. Arts Task Force will review preliminary survey results in March 2012.

Since February 2011, five creative economy businesses have opened in the Arts District. Two additional businesses have been approved and plan to open in March 2012.

### I. Downtown Vibrancy

Develop a coherent vision for a vibrant downtown to include increased commercial and residential uses that will result in more downtown activity (i.e. people living, working, visiting and shopping).

A subcommittee of the EDA is developing a Core Vitality Plan for downtown, which will be included in the Economic Development Strategic Plan.



## Economic Vitality



Tribe Square is complete and added four restaurants and 14 student apartments on Richmond Road. Construction is almost complete on the Hermes building next to Paul's Deli, adding one restaurant and one commercial space. Demolition work is complete for the Prince George Commons (Mama Mias) redevelopment, which will add 10,000 sq.ft. of commercial area and seven apartments, and this will be coordinated with streetscape improvements on Prince George Street and Armistead Avenue. All of these projects carry out goals for the downtown area stated in the 2006 Comprehensive Plan.



**GOAL III OUTCOMES****KEY OUTCOME MEASURES**

Desired Outcomes	Observed Results												
<p><b>The City advanced as an exceptional tourism destination by supporting the Hospitality Industry's goal of 900,000 hotel room nights sold each year.</b></p>	<p><b>Room nights sold in the city:</b>  <b>FY 06 – 797,832</b>  <b>FY 07 – 836,360</b>  <b>FY 08 – 812,887</b>  <b>FY 09 – 673,735</b>  <b>FY 10 – 638,880</b>  <b>FY 11 – 649,622</b></p>												
	<p>*Source: City Finance Department</p> <table> <tr> <td><b>Ticket Sales:</b></td> <td><b>Visitor Gate Count:</b></td> </tr> <tr> <td><b>2008 – 707,000</b></td> <td><b>2008 – 2 mil</b></td> </tr> <tr> <td><b>2009 – 660,000</b></td> <td><b>2009 – 1.7 mil</b></td> </tr> <tr> <td><b>2010 – 686,000</b></td> <td><b>2010 – 1.7 mil</b></td> </tr> <tr> <td><b>2011 – 670,000</b></td> <td><b>2011 – 1.7 mil</b></td> </tr> </table>	<b>Ticket Sales:</b>	<b>Visitor Gate Count:</b>	<b>2008 – 707,000</b>	<b>2008 – 2 mil</b>	<b>2009 – 660,000</b>	<b>2009 – 1.7 mil</b>	<b>2010 – 686,000</b>	<b>2010 – 1.7 mil</b>	<b>2011 – 670,000</b>	<b>2011 – 1.7 mil</b>		
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<b>2011 – 670,000</b>	<b>2011 – 1.7 mil</b>												
<p><b>Increase meal tax receipts by 2% annually.</b></p>	<p><b>Meal Tax receipts:</b></p> <table> <tr> <td><b>FY 07 - \$5.9 mil</b></td> <td><b>Change:</b></td> </tr> <tr> <td><b>FY 08 - \$6.0 mil</b></td> <td><b>4.5%</b></td> </tr> <tr> <td><b>FY 09 - \$5.5 mil</b></td> <td><b>2.6%</b></td> </tr> <tr> <td><b>FY 10 - \$5.6 mil</b></td> <td><b>-8.0%</b></td> </tr> <tr> <td><b>FY 11 - \$6.0 mil</b></td> <td><b>1.5%</b></td> </tr> <tr> <td></td> <td><b>6.8%</b></td> </tr> </table>	<b>FY 07 - \$5.9 mil</b>	<b>Change:</b>	<b>FY 08 - \$6.0 mil</b>	<b>4.5%</b>	<b>FY 09 - \$5.5 mil</b>	<b>2.6%</b>	<b>FY 10 - \$5.6 mil</b>	<b>-8.0%</b>	<b>FY 11 - \$6.0 mil</b>	<b>1.5%</b>		<b>6.8%</b>
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<b>FY 11 - \$6.0 mil</b>	<b>1.5%</b>												
	<b>6.8%</b>												
<p><b>Increase total number of city businesses and start-up businesses in the city.</b></p>	<p><b>Total:</b></p> <table> <tr> <td><b>FY 08 – 779</b></td> <td><b>Start-up:</b></td> </tr> <tr> <td><b>FY 09 – 783</b></td> <td><b>32</b></td> </tr> <tr> <td><b>FY 10 – 783</b></td> <td><b>20</b></td> </tr> <tr> <td><b>FY 11 – 790</b></td> <td><b>41</b></td> </tr> <tr> <td></td> <td><b>46</b></td> </tr> </table>	<b>FY 08 – 779</b>	<b>Start-up:</b>	<b>FY 09 – 783</b>	<b>32</b>	<b>FY 10 – 783</b>	<b>20</b>	<b>FY 11 – 790</b>	<b>41</b>		<b>46</b>		
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	<b>46</b>												
<p><b>The City's position as a retail center of the region maintained with per capita retail sales growing annually.</b></p>	<p><b>Per capita retail sales in the city:</b></p> <table> <tr> <td><b>FY 06 – \$23,070</b></td> </tr> <tr> <td><b>FY 07 – \$27,953</b></td> </tr> <tr> <td><b>FY 08 – \$31,534</b></td> </tr> <tr> <td><b>FY 09 – \$27,215</b></td> </tr> <tr> <td><b>FY 10 – \$24,082</b></td> </tr> </table>	<b>FY 06 – \$23,070</b>	<b>FY 07 – \$27,953</b>	<b>FY 08 – \$31,534</b>	<b>FY 09 – \$27,215</b>	<b>FY 10 – \$24,082</b>							
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<p><b>A balanced tax base sustained by growing the percent of the taxable land book consisting of commercial property.</b></p>	<p><b>The percent of taxable City commercial property on the City's Land Book:</b></p> <table> <tr> <td><b>FY 06 – 34.8%</b></td> </tr> <tr> <td><b>FY 07 – 34.0%</b></td> </tr> <tr> <td><b>FY 08 – 37.0%</b></td> </tr> <tr> <td><b>FY 09 – 35.7%</b></td> </tr> </table>	<b>FY 06 – 34.8%</b>	<b>FY 07 – 34.0%</b>	<b>FY 08 – 37.0%</b>	<b>FY 09 – 35.7%</b>								
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<b>FY 09 – 35.7%</b>													

## Economic Vitality



	<b>FY 10 – 36.7%</b> <b>FY 11 – 36.4%</b> <b>FY 12 – 34.8%</b>
*Source: City Assessor	

Desired Outcomes	Observed Results
<b>Economic opportunity for the citizens enhanced with per capita personal income growing annually.</b>	<b>Per capita personal income in the city:</b> <b>2004 – \$41,731</b> <b>2005 – \$42,713</b> <b>2006 – \$45,778</b> <b>2007 – \$48,135</b> <b>2008 – \$49,520</b> <b>2009 - \$49,551</b>  *Source: US Department of Commerce, Bureau of Economic Analysis (Wmsbg, JCC combined)
<b>The City's position as a regional employment center maintained by growing the total number of in-city jobs across all industries.</b>	<b>The number of jobs based in the city:</b> <b>FY 05 – 17,043</b> <b>FY 06 – 16,865</b> <b>FY 07 – 16,180</b> <b>FY 08 – 15,269</b> <b>FY 09 – 14,337</b> <b>FY 10 – 14,460</b>  *Source: Virginia Employment Commission



**Citizen Ratings of Goal III Outcomes  
from 2008 and 2010  
NATIONAL CITIZEN SURVEY**

<b>Measure</b>	<b>Percent Rated “Good” or “Excellent”</b>		<b>Compared to National Benchmark</b>
	<b>2008</b>	<b>2010</b>	
Employment opportunities (p.19)	40%	35%	similar
Shopping opportunities (p.19)	76%	77%	much above
Williamsburg as a place to work (p.19)	53%	60%	much above
Overall quality of business and service establishments in Williamsburg (p.19)	65%	71%	much above
Economic development services (p.18)	48%	49%	above



## GOAL IV

**PROTECT AND ENHANCE THE QUALITY OF THE CITY'S RESIDENTIAL NEIGHBORHOODS, AND ENCOURAGE THE PROVISION OF AFFORDABLE HOUSING FOR CITY RESIDENTS AND WORKERS.**

### GOAL IV INITIATIVES

#### **A. Neighborhood Relations and Preservation near College**

Continue the work of the new Neighborhood Relations Committee during the biennium to improve the quality of life in the neighborhoods surrounding William and Mary by building and maintaining effective working relationships between the city, college, students, neighbors and landlords.

See update under City/College Relations (Item 1C.).



#### **B. Merrimac Trail Neighborhoods**

Focus city staff attention (Human Services, Codes Compliance, Police, Recreation, etc.) on neighborhood stability and social conditions in the Merrimac Trail apartment corridor, collaborating with residents and property owners.

Public Safety continues to maintain a good working relationship with all Merrimac Trail apartment management. The Police Department is encouraging more active participation in the three (3) existing Neighborhood Watch programs on Merrimac Trail: Barkley Square, Brandywine, and Priorslee. Efforts are ongoing to increase participation in other complexes.



This area is part of the Northeast Triangle Focus Area study, which was completed in November 2011. A proposal to include the Village of Woodshire in the City's Rental Inspection Program was deferred until April 2012 to allow the owners to make improvements to the property.

#### **C. Blayton Elderly Housing Expansion**

Complete the planning and funding process for expanded elderly and disabled housing on Blayton Building property, with Williamsburg Redevelopment and Housing Authority, and obtain project approvals by the end of the biennium.

The City and WRHA were notified in fall 2011 that the project was not awarded a HUD 202 grant. The City and WRHA will continue to look for options to fund this needed project.



## Neighborhoods and Housing

### D. Incentives for Workforce Housing

Determine, as a part of the 2012 Comprehensive Plan update, the use of zoning incentives to increase the supply of new workforce housing in Williamsburg, particularly in the areas of prospective development such as the southeast quadrant of the City.

This is being considered as a part of the 2012 Comprehensive Plan Update process. A Planning Commission work session on Neighborhoods and Housing is scheduled for July 25.



### E. Residential Electrical Reliability

Obtain remaining easements for the Indian Springs Road electrical reliability project where Dominion is willing to improve electric service reliability by placing overhead wires underground.

Project will not proceed at this time as Verizon will not remove their facilities on a no-cost basis as Dominion Power has proposed. The easement issues have been largely resolved.

### F. City/Housing Authority Partnership

Increase partnership between the city and Williamsburg Housing Authority (WRHA) coinciding with the co-location of WRHA administrative offices in the expanded Municipal Building for better project coordination and operational cost savings.

WRHA moved into the Municipal Building in August 2011, and have been successfully integrated onto the City's data network and telephone system. City staff continues to work with WRHA to implement a plan for additional consolidated services to be implemented within the next year.



**GOAL IV OUTCOMES****KEY OUTCOME MEASURES**

Desired Outcomes	Observed Results												
<p><b>Housing stock and neighborhood quality preserved by an active property maintenance enforcement program with a 98% compliance rate.</b></p>	<p>Number of property maintenance inspections and percent of closed cases brought into compliance:</p> <p>FY 06 – 752 inspections, 100%      FY 07 – 1,163 inspections, 100%      FY 08 – 1,328 inspections, 100%      FY 09 – 1,284 inspections, 100%      FY 10 – 2,224 inspections, 100%  <b>FY 11 – 2,269 inspections, 100%</b></p>												
<p><b>95% of rental inspection program cases brought into voluntary compliance without resorting to court action.</b></p>	<p>Number of cases closed and brought into voluntary compliance without resorting to court action.</p> <p>FY 06 – 38 cases, 84% compliance      FY 07 – 38 cases, 97% compliance      FY 08 – 146 cases, 100% compliance      FY 09 – 147 cases, 99% compliance      FY 10 – 48 cases, 92% compliance  <b>FY 11 – 49 cases, 94% compliance</b></p>												
<p><b>Increase overall residential assessed values by 2% each year.</b></p>	<p>Residential values and changes from prior year:</p> <table> <tbody> <tr> <td>FY 07 – \$1,020,862,000</td> <td>16.90%</td> </tr> <tr> <td>FY 08 – \$1,135,685,300</td> <td>11.30%</td> </tr> <tr> <td>FY 09 – \$1,189,627,800</td> <td>4.80%</td> </tr> <tr> <td>FY 10 – \$1,198,319,800</td> <td>.73%</td> </tr> <tr> <td>FY 11 – \$1,162,741,200</td> <td>- 3.00%</td> </tr> <tr> <td><b>FY 12 - \$1,131,413,000</b></td> <td><b>- 2.7%</b></td> </tr> </tbody> </table>	FY 07 – \$1,020,862,000	16.90%	FY 08 – \$1,135,685,300	11.30%	FY 09 – \$1,189,627,800	4.80%	FY 10 – \$1,198,319,800	.73%	FY 11 – \$1,162,741,200	- 3.00%	<b>FY 12 - \$1,131,413,000</b>	<b>- 2.7%</b>
FY 07 – \$1,020,862,000	16.90%												
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FY 10 – \$1,198,319,800	.73%												
FY 11 – \$1,162,741,200	- 3.00%												
<b>FY 12 - \$1,131,413,000</b>	<b>- 2.7%</b>												
<p><b>Maintain 50% of housing units in the city at less than \$250,000 to encourage affordability.</b></p>	<p>% of residential parcels valued at less than \$250,000:</p> <p>FY 09 – 48%      FY 10 – 50%      FY 11 – 52%  <b>FY 12 – 54%</b></p>												
<p><b>Maintain current percentage of William and Mary students living in university housing.</b></p>	<p><b>In 2010, 74% of W&amp;M students are housed on campus.</b></p>												
<p><b>Decrease to three the number of single family zoned neighborhoods with 50% or more rentals.</b></p>	<p><b>In FY 10, six of City's 31 single family neighborhoods were 50% or more rental (Capital Heights 58%, S. England Area</b></p>												

## Neighborhoods and Housing

	<p>77%, Matoaka Ct. 69%, Pinecrest 56%, W. Williamsburg 71%, W. Williamsburg Heights 54%)</p> <p>In FY 11, five of City's 30 single family neighborhoods were 50% or more rental (Capitol Heights 58%, S. England St. Area 76%, Matoaka Ct. 70%, Pinecrest 56%, W. Williamsburg 79%, W. Williamsburg Heights 69%)</p>
<b>Increase the number of trained and functioning Neighborhood Response Teams in the City's 8 CERT Sectors.</b>	<p>*Source: Planning Department</p> <p><b>CERT Trained:</b> <b>FY 10 – 65</b> <b>FY 11 – 69</b></p> <p>*Source: Human Services</p>



**Citizen Ratings of Goal IV Outcomes  
from 2008 and 2010  
NATIONAL CITIZEN SURVEY**

<b>Measure</b>	<b>Percent Rated “Good” or “Excellent”</b>		<b>Compared to National Benchmark</b>
	<b>2008</b>	<b>2010</b>	
Quality of your neighborhood as a place to live (p.7)	78%	81%	above
Sense of community (p.37)	64%	66%	above
Openness and acceptance of the community towards people of diverse backgrounds (p.37)	51%	55%	below
Availability of affordable quality housing (p.14)	20%	30%	much below
Variety of housing options (p.14)	36%	42%	much below





## GOAL V

**PROVIDE AN EFFECTIVE TRANSPORTATION SYSTEM WHICH IS COMPATIBLE WITH THE FUTURE LAND USE PLAN, SERVES PEDESTRIANS, BICYCLISTS AND MOTORISTS, AND PROMOTES THE EXPANDED USE OF TRANSIT AND RAIL.**

### GOAL V INITIATIVES

#### **A. Ironbound Road Widening**

Advance during the biennium the widening and improvement, including underground wiring, of Ironbound Road from Richmond Road to the Longhill Connector, as the City's next major road widening project scheduled for construction in 2016. Cooperate with VDOT and James City County in the widening of Ironbound Road from the Eastern State Hospital entrance to Monticello Avenue, also to include underground wiring adjoining the property of city residents, for completion in the biennium.

Ironbound Road in JCC is under construction and overhead wiring is removed. Staff has had discussion with VDOT to promote the Ironbound Road project (Richmond Road to Longhill Connector) as the City's number one VDOT Urban project. Funds are being transferred from the 3 traffic signal projects to Ironbound Road to assist in moving the project ahead. It will take several more years to accumulate sufficient VDOT funds assigned to this project for it to proceed to construction.

#### **B. Quarterpath at Williamsburg Improvements**

Work with Riverside Healthcare to advance the completion of Battery Boulevard between Quarterpath Road and Route 60 East with the Development Plan for Battery Boulevard approved by Planning Commission in fiscal 2011.

Planning Commission approved the Development Plan for public utilities and grading in the Battery Boulevard right-of-way in May 2011 – construction has begun. The Quarterpath Community Development Authority issued bonds to build Battery Boulevard at a cost of \$13.5 million.

#### **C. Traffic Safety Enhancements**

Install traffic signals at Richmond Road/Waltz Farm Drive, York Street/Quarterpath Road, and Second Street/Parkway Drive, if and when traffic signal "warrants" (VDOT criteria) are satisfied.

Due to the economic slow down and anticipated development not occurring, these signals are not warranted. Monies have been reallocated from these projects to the Ironbound Road project.



Work with neighborhoods to install traffic calming measures on residential streets.

Five "Watch for Children" and "Curve" signs have been installed in Skipwith Subdivision.





## D. Pedestrian Connection Improvements

Construct sidewalks and other enhancements with particular emphasis on filling in gaps.

- Construct five sidewalk projects in the current Capital Improvement Plan (Richmond Rd, Rte 199, S Boundary St., S. Henry St., and Nassau St.) before the end of 2011 using Revenue Sharing money.

**Project completed.**

- Work with the College of William and Mary to coordinate the installation in 2011 of enhanced crosswalks at Ukrops Way using in-roadway-lighting (IRWL) system.

**Project completed.**

- By the end of the biennium, fill in the remaining sidewalk gaps on two major streets: Ironbound Road between Middle Street and Longhill Road (old Fire Station property), and Richmond Road between Patriot Lane and Waltz Farm Drive (this also requires road, curb and gutter and storm drainage improvements).

These projects are proposed for FY13 as part of a larger Revenue Sharing Project involving several sidewalk installations and the Prince George Street reconstruction project (Boundary St. to Armistead Ave.).

- Develop a concept plan for a pedestrian crossing of the CSX railroad near Quarterpath Road.

This initiative was discussed with VDOT and CSX as part of the regional Rte. 60 East enhancement project which will use VDOT Enhancement Grant funds, if approved. CSX is not in favor of an at-grade pedestrian crossing as they are in the process of trying to eliminate such crossings along their corridor.

## E. Bike Friendly Community Designation

Apply for certification as a Bike Friendly Community from the League of American Bicyclists in 2011, and consider the following improvements:

- Install bicycle racks in key locations, such as: public buildings, Prince George Parking Garage and Parking Terrace, Prince George Street.
- Install additional signs, as needed, on City streets designated as “shared use.”
- Encourage bicycle parking in site plan review.



The City's bicycle plan will be updated as a part of the 2012 Comprehensive Plan update in conjunction with James City County and York County. Updates to the Plan will be used as inputs for the Bike Friendly Community designation. A Bike Friendly Community application will be submitted by the July 2012 deadline. Funding for bicycle facility improvements is included in the CIP for FY13 and FY14. Bicycle parking is routinely encouraged as part of the site plan review process.





## F. Passenger Rail Enhancement

Support the work of the State (Department of Rail and Public Transportation), Virginians for High Speed Rail, Amtrak, CSX Railroad, and others to add at least one additional train per day both ways, and to improve on-time reliability to over 75%, by the end of the biennium.

The VRPT's emphasis on passenger rail service to Norfolk on the 460 corridor, makes it unlikely the Peninsula will see a third train or reliability improvements during this biennium.



## G. Williamsburg Area Transport

Work with Williamsburg Area Transit Authority, James City County and College to continue the Williamsburg Trolley Service after the grant funding expires in 2013, and enhance the service if funding allows.

WATA continues to work on developing a funding plan to continue Trolley service after federal funding expires. Fare increases to help address future funding gaps were implemented in January 2012.



Support WATA's efforts to implement a weekly/monthly pass program for transit riders.

WATA implemented weekly and monthly fare pass program in January 2012.

## H. Vision for Transportation Center Expansion

Prepare a concept plan demonstrating how the Transportation Center complex can be expanded north of the tracks on presently vacant property to provide parking and access for more intercity rail service (Amtrak) and perhaps even future light rail service.

A consulting architect has been engaged to assist in preparing the concept plan.



**GOAL V OUTCOMES****KEY OUTCOME MEASURES**

Desired Outcomes	Observed Results
Ridership of Williamsburg Area Transport steadily increasing.	Ridership <b>FY 06 – 610,360</b> <b>FY 07 – 670,939</b> <b>FY 08 – 770,405</b> <b>FY 09 – 865,552</b> <b>FY 10 – 975,161</b> (includes Trolley service) <b>FY 11 – 1,060,188</b> <p style="text-align: right;">*Source: Williamsburg Area Transport</p>
Ridership on Amtrak passenger rail from the Williamsburg station steadily increasing.	Total ridership for Amtrak from the Williamsburg station <b>FY 05 – 37,450</b> <b>FY 06 – 37,957</b> <b>FY 07 – 41,941</b> <b>FY 08 – 49,685</b> <b>FY 09 – 48,688</b> <b>FY 10 – 47,176</b> <b>FY 11 – 53,056</b> <p style="text-align: right;">*Source: Amtrak</p>
Expand the City's portion of the Regional Bikeway Plan accomplished, which calls for 27.6 miles bike lanes, bike paths, and other facilities.	In <b>2011</b> there are 14.9 miles of bike paths, and other facilities in the city (54% of the desired total).
Safety on public streets improved by reducing the number of accidents with injuries from year to year.	Accidents with injuries within city limits <b>FY 06 – 56</b> <b>FY 07 – 68</b> <b>FY 08 – 72</b> <b>FY 09 – 55</b> <b>FY 10 – 67</b> <b>FY 11 – 74</b> <p style="text-align: right;">*Source: Williamsburg Police Department</p>

**Citizen Ratings of Goal V Outcomes  
from 2008 and 2010  
NATIONAL CITIZEN SURVEY**

<b>Measure</b>	<b>Percent Rated “Good” or “Excellent”</b>		<b>Compared to National Benchmark</b>
	<b>2008</b>	<b>2010</b>	
Ease of car travel in Williamsburg (p.9)	68%	71%	much above
Ease of bus travel in Williamsburg (p.9)	43%	57%	much above
Ease of bicycle travel in Williamsburg (p.9)	52%	58%	much above
Ease of walking in Williamsburg (p.9)	67%	73%	much above
Traffic flow on major streets (p.9)	53%	54%	much above
Street repair (p.11)	61%	64%	much above
Street cleaning (p.11)	75%	74%	much above
Street lighting (p.11)	67%	68%	much above
Snow removal (p.11)	71%	49%	much below
Sidewalk maintenance (p.11)	66%	60%	above
Amount of public parking (p.11)	44%	50%	similar



## GOAL VI

**SECURE AN EVER SAFER COMMUNITY BY ENABLING POLICE, FIRE, EMERGENCY MANAGEMENT AND JUDICIAL OPERATIONS TO PROTECT AND SERVE CITY RESIDENTS, VISITORS, BUSINESSES AND HISTORICAL ASSETS.**

### GOAL VI INITIATIVES

#### **A. Storm Ready Community Re-Designation**

Complete the National Oceanic and Atmospheric Administration (NOAA) "Storm Ready Community" re-certification process by the end of 2011.

The City met the necessary requirements to obtain the Storm Ready Community designation for an additional three year period beginning December 2011.



#### **B. Quarterpath Quarterpath Emergency Shelter Operations**

Develop and implement new shelter management and operational procedures to prepare staff to support emergency shelter operations during major emergencies and natural disasters by summer 2011.

City staff are currently working to incorporate the lessons learned from Hurricane Irene into the shelter management plan. The plan will be completed prior to the start of hurricane season in June 2012. The City took delivery of a Shelter Support Unit which consists of a trailer that contains medical supplies and equipment to support the shelter operation. The Shelter Support Unit was purchased with UASI grant funds through the Hampton Roads Metropolitan Medical Response System.

#### **C. Merrimac Trail Neighborhoods Community Policing**

Increase Merrimac Trail community participation in neighborhood watch programs to enhance and improve police/community partnerships in an effort to reduce crime and police calls for service in these neighborhoods (also see Goal IV).



The Police Department is encouraging more active participation in the three (3) existing Neighborhood Watch programs on Merrimac Trail (Barkley Square, Brandywine, Priorslee). Efforts are ongoing to increase participation on Merrimac Trail in other complexes.

Foot and bicycle patrols will be added in spring 2012 to enhance community interaction along Merrimac Trail.



## D. Public Safety Physical Fitness

Redesign the physical fitness programs for police and fire personnel to promote physical readiness and overall physical and mental well being, and link fitness standards to individual performance evaluations. (See Goal X)

In March 2011 WFD has transitioned to an occupational physician to conduct annual physicals, who is also experienced in physical requirements for public safety personnel and is well versed in National Fire Protection Association physical guidelines. He will be assisting the department as we establish fitness standards.

WPD has adopted a new "Fitness Policy," developed by the WPD employees who attended the "Law Enforcement Fitness Specialist" training course. The plan includes physical agility testing, in partnership with an occupational physician. An "Improvement Plan" for officers not meeting minimum fitness levels is being developed and will become part of the performance evaluation process. Testing will begin in May 2012.



## E. Police Emergency Medical Response

Train six police officers in first responder medical training to reduce response time for basic medical assistance during the biennium.

Ten additional officers have been trained bringing the total to 23 officers.

## F. Fire Equipment Replacement

Purchase a replacement fire engine for RE-10 by January 2011, and a new ladder truck (T-10) by January 2012.

A replacement fire engine was purchased in November 2010 and delivered in August 2011. RE-10 was sold to a volunteer fire department in Virginia. The new aerial platform, approved for purchase by City Council in October 2011, is currently in production with an expected delivery date of July 2012.

## G. Fire Station Renovations

Complete fire station renovations to improve the functionality and appearance of office space and living quarters.

Renovation of the dayroom, lounge, EMS office, workout room, apparatus floor, and station mailroom is complete. Renovation of the Battalion Chief's office was postponed due to staffing shortages and financial constraints.

## H. Emergency Operations Center

Install a full function weather station in the EOC to provide emergency managers with current, accurate, and detailed weather information by June 2011.

The full function weather station installation was completed in February 2011.



**GOAL VI OUTCOMES****KEY OUTCOME MEASURES**

Desired Outcomes	Observed Results
<p>Part I crimes cleared at a rate exceeding that of the national average. (Part I crimes are major crimes such as: murder, rape, robbery, assault, burglary, larceny, and auto theft.)</p>	<p>Clearance rate for Part I crimes:  Williamsburg:      National:  <b>FY 06 – 31.2%</b>      <b>23.4%</b>  <b>FY 07 – 58.5%</b>      <b>22.4%</b>  <b>FY 08 – 45.9%</b>      <b>23.5%</b>  <b>FY 09 – 42.3%</b>      <b>24.9%</b>  <b>FY 10 – 45.2%</b>      <b>26.3%</b>  <b>FY 11 – 47.3%</b>      <b>22.8% (BDA)</b></p> <p>*Sources: Williamsburg Police Department and Federal Bureau of Investigations (BDA = Best Data Available)</p>
<p>Police response to calls for service average under 3 minutes, from dispatch to arrival on scene.</p>	<p>Average police call response rate:  <b>FY 11 – 2.71 minutes</b></p> <p>*Source: Williamsburg Police Department</p>
<p>Firefighter and apparatus on scene ready for action in under 8 minutes in 90% of cases, from dispatch to arrival.</p>	<p>Fire response time in 90% of cases was under:  <b>90% under: Avg of all cases:</b>  <b>FY 06 – 7.0 minutes</b>      <b>5.0 minutes</b>  <b>FY 07 – 7.7 minutes</b>      <b>6.0 minutes</b>  <b>FY 08 – 7.3 minutes</b>      <b>5.4 minutes</b>  <b>FY 09 – 6.5 minutes</b>      <b>5.4 minutes</b>  <b>FY 10 – 7.0 minutes</b>      <b>5.1 minutes</b>  <b>FY 11 – 7.0 minutes</b>      <b>4.7 minutes</b></p> <p>*Source: Williamsburg Fire Department</p>
<p>Emergency Medical (EMS) response with Advanced Life Support (ALS) under 8 minutes in 90% of cases, from dispatch to arrival</p>	<p>ALS response time in 90% of cases was under:  <b>90% under: Avg. of all cases:</b>  <b>FY 06 – 7.9 minutes</b>      <b>5.6 minutes</b>  <b>FY 07 – 8.2 minutes</b>      <b>5.8 minutes</b>  <b>FY 08 – 8.2 minutes</b>      <b>5.9 minutes</b>  <b>FY 09 – 7.3 minutes</b>      <b>5.5 minutes</b>  <b>FY 10 – 8.0 minutes</b>      <b>5.2 minutes</b>  <b>FY 11 – 8.0 minutes</b>      <b>5.1 minutes</b></p> <p>*Source: Williamsburg Fire Department</p>
<p>Property loss due to fire of less than .5% of total protected value annually.</p>	<p>Property loss due to fire was:  <b>FY 06 – \$99,970 (.14% loss ratio)</b>  <b>FY 07 – \$1,293,420 (.17% loss ratio)</b>  <b>FY 08 – \$196,950 (.21% loss ratio)</b>  <b>FY 09 – \$892,100 (1.17% loss ratio)</b>  <b>FY 10 – \$898,763 (1.47% loss ratio)</b>  <b>FY 11 - \$120,871 (0.26% loss ratio)</b></p> <p>*Source: Williamsburg Fire Department</p>

**Citizen Ratings of Goal VI Outcomes  
from 2008 and 2010  
NATIONAL CITIZEN SURVEY**

<b>Measure</b>	<b>Percent Rated “Good” or “Excellent”</b>		<b>Compared to National Benchmark</b>
	<b>2008</b>	<b>2010</b>	
Safety in Williamsburg’s downtown area after dark/during the day (p.22)	78%/97%	80%/95%	much above
Safety in your neighborhood after dark/ during the day (p.22)	77%/95%	84%/96%	much above
Safety from property crimes (p.22)	73%	78%	much above
Safety from violent crimes (p.22)	80%	84%	much above
Police services (p.25)	81%	84%	much above
Fire services (p.25)	94%	96%	much above
EMS services (p.25)	92%	95%	much above
Crime prevention services (p.25)	80%	86%	much above
Fire prevention and education services (p.25)	80%	90%	much above
Traffic enforcement services (p.25)	64%	69%	above
Emergency preparedness (p.25)	69%	78%	much above



## **GOAL VII**

**SEEK OPPORTUNITIES AND IMPLEMENT PROGRAMS THAT ADDRESS THE EDUCATIONAL, HEALTH, SOCIAL, ECONOMIC AND WORKFORCE TRAINING NEEDS AND EXPECTATIONS OF CITY RESIDENTS AND WORKERS.**

### **GOAL VII INITIATIVES**

#### **A. School Contract Renewal**

Analyze funding and governance formulas relative to enrollment, capital needs, and operational costs of the joint K-12 education system with James City County, and consider the alternatives to the joint system, in negotiating an amended five year contract with the County to take effect July 1, 2012.

Contract negotiations continue and should be completed by May 2012.



#### **B. Youth Achievement**

Address the needs of at-risk city youth by providing year-round, individual intervention (e.g. tutoring, mentoring), as well as group activities (e.g. Summer Youth Achievement Program, Tae Kwon Do). Work collaboratively with parents, schools and other community partners to report out the 2011-2012 Youth Achievement Program by January 2011.

A successful Tae Kwon Do program was provided for the 2010-2011 school year for 12 city youth. Another summer youth achievement program was conducted for 34 youth participants in 2011. In the fall of 2011 the Youth Achievement Program focused on individual and small group life skills development and academic achievement for city students K through 12.

#### **C. Workforce Development**

Use the “Project Employ” grant during the biennium to fund a continuing self-sufficiency team, which will partner with Workforce Investment Act workers at the Workforce Development Center, to provide employment assessment, training, and job placement activities for city residents.

An intensive pre-employment program, conducted by the city’s self-sufficiency team, in cooperation with the VEC and TNCC was implemented in the Spring of 2011 with another grant awarded in the amount of \$105,000.

#### **D. Homelessness Prevention and Intervention**

Address the economic, social, and emotional needs of individuals and families without reliable housing arrangements in cooperation with the Peninsula Commission on Homelessness and the local Historic Triangle Housing, Employment, and Linkages Project (HELP). Execute a renewed “Peninsula Commission on Homelessness Agreement” by the end of 2010.

A renewed contract was executed for the 2011-12 fiscal year. The local Homelessness Taskforce implemented the Community Resource Center in 2011 as a follow-up to the HELP pilot project. A contracted outreach counselor was hired in the FY 2010-11 to address the needs of over 300 city





residents in crisis due to the recession. The Human Services Department has begun to utilize the Homelessness Management Information system (HMIS) to tract statistical data for the population.

## E. Senior Support Services

Continue to develop a multi-disciplinary team and community support services that will assist elderly and disabled residents to age safely at home and have emotional, health, recreational, social, and other needs met. Issue a report detailing the Senior Support Program for 2011-2012 by January 2011.

Adult Protective Service Social Workers continue to serve over 80 elderly residents who are aging-in-place in their homes and apartments, in conjunction with Williamsburg Redevelopment Housing Authority, Colonial Behavioral Health, Meals on Wheels, and other community agencies. There has been a dramatic increase in Adult Protective Services Investigations, primarily at local facilities. A compilation of major highlights, trends, and issues affecting city residents will be provided to City Council in spring 2012.





## **GOAL VII OUTCOMES**

### **KEY OUTCOME MEASURES**

<b>Desired Outcomes</b>	<b>Observed Results</b>														
<p><b>On time graduation rate for W/JCC students of 85%.</b>  <b>(Will attempt to obtain data for city students only in future updates.)</b></p>	<p>W/JCC school system on-time graduation rate:</p> <p><b>2005-06 – 80%</b>  <b>2006-07 – 78%</b>  <b>2007-08 – 80%</b>  <b>2008-09 – 82%</b>  <b>2009-10 - 84%</b>  <b>2010-11 – 87%</b></p> <p>*Source: W/JCC Schools</p>														
<p><b>3rd grade reading score on the SOL for city students of 95%, as a key indicator of future academic success.</b></p>	<p><b>3rd grade reading passing rate for the SOLs at Matthew Whaley Elementary School:</b></p> <p><b>FY 06 – 81%</b>  <b>FY 07 – 89%</b>  <b>FY 08 – 90%</b>  <b>FY 09 – 94%</b>  <b>FY 10 – 92%</b>  <b>FY 11 – 91%</b></p> <p>*Source: W/JCC Schools</p>														
<p><b>Exceed statewide success rate of VIEW (VA Incentive for Employment Not Welfare) program participants at finding jobs.</b></p>	<p><b>% of participants finding employment:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>City:</b></td> <td style="width: 50%;"><b>State:</b></td> </tr> <tr> <td><b>FY 06 – 76%</b></td> <td><b>72%</b></td> </tr> <tr> <td><b>FY 07 – 88%</b></td> <td><b>67%</b></td> </tr> <tr> <td><b>FY 08 – 79%</b></td> <td><b>58%</b></td> </tr> <tr> <td><b>FY 09 – 64%</b></td> <td><b>54%</b></td> </tr> <tr> <td><b>FY 10 – 64%</b></td> <td><b>48%</b></td> </tr> <tr> <td><b>FY 11 – 72%</b></td> <td><b>47%</b></td> </tr> </table> <p>*Source: Virginia Department of Social Services</p>	<b>City:</b>	<b>State:</b>	<b>FY 06 – 76%</b>	<b>72%</b>	<b>FY 07 – 88%</b>	<b>67%</b>	<b>FY 08 – 79%</b>	<b>58%</b>	<b>FY 09 – 64%</b>	<b>54%</b>	<b>FY 10 – 64%</b>	<b>48%</b>	<b>FY 11 – 72%</b>	<b>47%</b>
<b>City:</b>	<b>State:</b>														
<b>FY 06 – 76%</b>	<b>72%</b>														
<b>FY 07 – 88%</b>	<b>67%</b>														
<b>FY 08 – 79%</b>	<b>58%</b>														
<b>FY 09 – 64%</b>	<b>54%</b>														
<b>FY 10 – 64%</b>	<b>48%</b>														
<b>FY 11 – 72%</b>	<b>47%</b>														
<p><b>Increase the number of city youth that participate in the city's youth achievement program.</b></p>	<p><b>Number of Youth Achievement Program Participants:</b></p> <p><b>FY 08 – 23 (1 program)</b>  <b>FY 09 – 36 (2 programs)</b>  <b>FY 10 – 61 (2 programs)</b>  <b>FY 11 – 28 (1 program)</b></p> <p>*Source: City Monthly Operating Reports</p>														





**Citizen Ratings of Goal VII Outcomes  
from 2008 and 2010  
NATIONAL CITIZEN SURVEY**

<b>Measure</b>	<b>Percent Rated “Good” or “Excellent”</b>		<b>Compared to National Benchmark</b>
	<b>2008</b>	<b>2010</b>	
Educational opportunities (p.33)	78%	85%	much above
Public Schools (p.34)	67%	78%	much above
Availability of affordable quality health care(p.35)	50%	55%	above
Availability of preventive health services (p.35)	52%	60%	above
Health and wellness services (p.36)	65%	73%	much above
Availability of affordable quality child care (p.32)	25%	35%	similar
Services to seniors (p.33)	75%	79%	much above
Services to youth (p.33)	50%	55%	similar
Services to low-income people (p.33)	37%	42%	below





## GOAL VIII

**ADD TO THE QUALITY AND AVAILABILITY OF RECREATIONAL AND CULTURAL FACILITIES AND PROGRAMMING, AS MIGHT BE TYPICALLY AVAILABLE ONLY IN LARGER COMMUNITIES, TO MEET THE NEEDS AND EXPECTATIONS OF CITY RESIDENTS AND VISITORS.**

### GOAL VIII INITIATIVES

#### **A. Save Country Road West**

Collaborate with Colonial Williamsburg and James City County to retain the portion of the Country Road between the Mounts Bay County Government Complex in Kingsmill and South England Street near the Williamsburg Lodge as a hiking and biking trail under City and County ownership, and complete all necessary agreements in 2011.

Discussions with James City County are continuing, but no decisions have been made yet.

#### **B. Civil War Sesquicentennial**

Provide leadership and support for the Civil War Sesquicentennial in the Historic Triangle through 2015 per City Council Resolution #09-05. Construct a foot path between Redoubts One and Two and provide additional signage in Redoubt Park, for the 150<sup>th</sup> anniversary of the Battle of Williamsburg, in 2012.



The foot path is complete and will be officially opened on May 5, 2012. Communications Specialist serves on the Marketing Committee to enhance public and media awareness of Sesquicentennial activities, and the City Manager chairs the Education Committee.

#### **C. Waller Mill Park**

Replace the existing permanent and floating docks with a more functional floating dock; include a new canoe and kayak launching facility and a storage area by March 2012.

Parks and Recreation received estimates for all dock projects at Waller Mill. All three phases will be moved to FY 15 in the CIP to take advantage of one time project staging costs.



Explore adding new self-supporting programs in 2011 and 2012 at the park, such as disc golf, moonlight fishing and children's camps; to enhance enjoyment at the park.

The Newport News Disc Golf Club representatives have walked the park property and determined there is adequate acreage to install a disc golf course. Club members will design a course layout and provide an estimated cost for the project after a review of the New Quarter Park course.

Waller Mill Park hosted three camps this summer for children of various age groups: Outdoor Nature Camp, Adventure Camp, and Wednesday's at Waller Mill.



## Recreation and Culture



### D. Kiwanis Park

Work in partnership with the Kiwanis Club to construct a shelter located where the walkways meet in the center of the softball field complex, and develop the infield portion of the fourth league play softball field for practice/warm up in anticipation of future completion of the four field complex, during the biennium.

Representatives from the Kiwanis Club met with the City Manager and Parks and Recreation Director to discuss their progress with this project. They continue to work on obtaining the funds for the construction of the shelter.

### E. Quarterpath Park and Recreation Center

Replace the existing lighting on softball fields #1 and #2 with more energy efficient lighting; add energy efficient lighting to the sand volleyball courts, by March 2012. In conjunction with these improvements, the existing lights for ballfield #3 will be retrofitted with computer controls.

The lighting project for the three softball fields began in March 2012. The lighting of the sand and volleyball courts has been moved to FY16.



Replace the original fencing on softball field #1, and increase the size of the field to make it more usable for all league and tournament play, by March 2012.

Project will start in March 2012 in conjunction with the new ballfield lighting.

### F. Neighborhood Parks

Complete improvements to Geddy Park by spring 2011, including bench installation and site cleanup, incorporating the park into Parks and Recreation's park maintenance schedule.

The improvements have been completed and the park now falls under the Parks and Recreation responsibility.



Complete landscaping improvements to Bicentennial Park by spring 2011.

Project completed.

Provide additional playground facilities in the Merrimac Trail area in cooperation with apartment complexes and residents.

Completed initial review of current playground and facilities in the Merrimac Trail area. New playground apparatus installed in Village of Woodshire.

### G. Friends of the Parks

Develop goals and structure for a city "Friends of the Park" program to coordinate volunteer help for park maintenance; implement by the end of the biennium.

The "Friends of the Park" Volunteer Handbook has been completed. The program has been advertised and four interested volunteers have completed the necessary application.



### H. Festivals and Sports Marketing Opportunities

Support expansion of various special event opportunities (e.g. arts festivals, sports tournaments, spring garden tours, William and Mary athletics and events, Christmas season events, Civil War Sesquicentennial) in order to add both cultural enrichment for residents and tourism product.

The department continues to support sports tournaments at City facilities and increased the total number of tournaments offered from 17 to 20 in FY11.



### I. City Historic Items Curation

Appoint by the end of the biennium a city curation work group of citizen volunteers and city staff to research and inventory city historical items.

No progress yet.

### J. Poet Laureate Designation

Designate a “Williamsburg Poet Laureate” for multi-year terms to encourage poetry reading and writing in the greater Williamsburg community.

The Poetry Society of Virginia has declined to participate by recommending candidates for mayoral appointment. Unless a workable selection method is found, this idea will not come to fruition.

### K. National Recreation and Parks Accreditation

Start the process for submission of the “Notice of Intent to Pursue Accreditation” to Commission for Accreditation of Park and Recreation Agencies (CAPRA); strive to complete the process by the end of the biennium.

The department has begun the self-assessment process which involves meeting the mandatory fundamental standards. There are 36 fundamental standards of desirable practice set forth by experienced professionals, of which the department has successfully completed 20.

### L. Williamsburg Visual Arts Center

Execute an option to lease with This Century Art Gallery to build a regional visual arts center at Papermill Creek during the biennium, if This Century Gallery is successful in its capital campaign for the project.

This Century Gallery continues to develop its capital campaign for this project, and to explore alternative concepts. The Gallery has opened an art education center on Westover Avenue in the Arts District.





## **GOAL VIII OUTCOMES**

### **KEY OUTCOME MEASURES**

Desired Outcomes	Observed Results										
Active and passive city parks exceed state DCR standard of 10 acres per 1000 population by 150%.	<p>As of <b>FY 11</b>, there are 208 acres of improved active and passive park land in the City (15.7 acres/1,000 population).</p> <p>*Source: City Planning Department</p>										
Continue supporting softball and volleyball sporting tournament opportunities at City facilities.	<p>Tournaments:                      Participants:</p> <table style="margin-left: 20px;"> <tr><td><b>FY 09 – 13</b></td><td><b>4,318</b></td></tr> <tr><td><b>FY 10 – 17</b></td><td><b>7,823</b></td></tr> <tr><td><b>FY 11 – 20</b></td><td><b>7,272</b></td></tr> </table> <p>*Source: City P&amp;R Department</p>	<b>FY 09 – 13</b>	<b>4,318</b>	<b>FY 10 – 17</b>	<b>7,823</b>	<b>FY 11 – 20</b>	<b>7,272</b>				
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<b>FY 10 – 17</b>	<b>7,823</b>										
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Increase daily attendance at the Quarterpath Recreation Center.	<p>Avg. daily attendance at the recreation center:</p> <table style="margin-left: 20px;"> <tr><td><b>FY 09 – 182</b></td></tr> <tr><td><b>FY 10 – 214</b></td></tr> <tr><td><b>FY 11 - 200</b></td></tr> </table> <p>*Source: ICMA Performance Measures</p>	<b>FY 09 – 182</b>	<b>FY 10 – 214</b>	<b>FY 11 - 200</b>							
<b>FY 09 – 182</b>											
<b>FY 10 – 214</b>											
<b>FY 11 - 200</b>											
An active library card held by one half of the city's population (including William and Mary students).	<p>Number of library cards issued to Williamsburg residents:</p> <table style="margin-left: 20px;"> <thead> <tr> <th style="text-align: left;">Number</th> <th style="text-align: left;">% of population</th> </tr> </thead> <tbody> <tr><td><b>FY 08</b>    6,399</td><td>48%*</td></tr> <tr><td><b>FY 09</b>    6,687</td><td>50%*</td></tr> <tr><td><b>FY 10</b>    7,081</td><td>53%</td></tr> <tr><td><b>FY 11</b>    6,954</td><td>49%</td></tr> </tbody> </table> <p>*Source: Williamsburg Regional Library</p>	Number	% of population	<b>FY 08</b> 6,399	48%*	<b>FY 09</b> 6,687	50%*	<b>FY 10</b> 7,081	53%	<b>FY 11</b> 6,954	49%
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Williamsburg Farmers' Market annual vendor sales at least \$750,000.	<p>Total vendor sales per season:</p> <table style="margin-left: 20px;"> <tr><td><b>2005 – \$556,342 (\$13 per customer)</b></td></tr> <tr><td><b>2006 – \$656,086 (\$18 per customer)</b></td></tr> <tr><td><b>2007 – \$757,362 (\$18 per customer)</b></td></tr> <tr><td><b>2008 – \$701,156 (\$20 per customer)</b></td></tr> <tr><td><b>2009 – \$817,357 (\$21 per customer)</b></td></tr> <tr><td><b>2010 - \$1,034,984 (\$26 per customer)</b></td></tr> <tr><td><b>2011 - \$ 979,397 (\$31 per customer)</b></td></tr> </table> <p>*Source: Farmers Market</p>	<b>2005 – \$556,342 (\$13 per customer)</b>	<b>2006 – \$656,086 (\$18 per customer)</b>	<b>2007 – \$757,362 (\$18 per customer)</b>	<b>2008 – \$701,156 (\$20 per customer)</b>	<b>2009 – \$817,357 (\$21 per customer)</b>	<b>2010 - \$1,034,984 (\$26 per customer)</b>	<b>2011 - \$ 979,397 (\$31 per customer)</b>			
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To increase attendance at the Virginia Arts Festival's annual "Festival Williamsburg" event each year.	<p>Attendance at the annual event was:</p> <table style="margin-left: 20px;"> <tr><td><b>2006 – 3,857 plus 269 students</b></td></tr> <tr><td><b>2007 – 3,367 plus 275 students</b></td></tr> <tr><td><b>2008 – 3,335 plus 2,090 students</b></td></tr> <tr><td><b>2009 – 2,694 plus 2,118 students</b></td></tr> <tr><td><b>2010 – 3,180 plus 931 students</b></td></tr> <tr><td><b>2011 – 2,738 plus 1,403 students</b></td></tr> </table> <p>* Source: Virginia Arts Festival</p>	<b>2006 – 3,857 plus 269 students</b>	<b>2007 – 3,367 plus 275 students</b>	<b>2008 – 3,335 plus 2,090 students</b>	<b>2009 – 2,694 plus 2,118 students</b>	<b>2010 – 3,180 plus 931 students</b>	<b>2011 – 2,738 plus 1,403 students</b>				
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<b>2011 – 2,738 plus 1,403 students</b>											





**Citizen Ratings of Goal VIII Outcomes  
from 2008 and 2010  
NATIONAL CITIZEN SURVEY**

<b>Measure</b>	<b>Percent Rated “Good” or “Excellent”</b>		<b>Compared to National Benchmark</b>
	<b>2008</b>	<b>2010</b>	
Recreational opportunities (p.31)	73%	73%	much above
City Parks (p.32)	87%	91%	much above
Recreation programs and classes (p.32)	74%	87%	much above
Recreation centers and facilities (p.32)	74%	86%	much above
Public library services (p.34)	91%	94%	much above
Opportunities to attend cultural activities (p.33)	63%	72%	much above
Availability of paths and walking trails (p.9)	54%	62%	above



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## GOAL IX

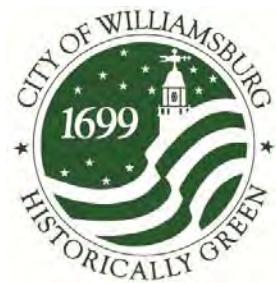
**BUILD AN EVERMORE SUSTAINABLE AND HEALTHY CITY  
PURSUING MULTIPLE STRATEGIES FOR CONSERVATION AND  
RESTORATION, AND PROVIDING ESSENTIAL ENVIRONMENTAL  
SERVICES RELATED TO DRINKING WATER, WASTE WATER,  
STORMWATER AND SOLID WASTE.**

### GOAL IX INITIATIVES

#### **A. Stormwater Management and Treatment**

Implement requirements of the State stormwater permit in 2011 and 2012. Complete an annual report outlining activities accomplished in the past year by October each year.

City is following legislation and is meeting State requirements for this initiative. Annual Report was completed.



#### **B. VML Platinum Certification**

Receive Platinum Certification from Virginia Municipal League (VML) in 2010 and 2011 for the city's green programs, services and effort.

City received platinum certification from VML in fall 2010.

#### **C. Green Challenges and Programs**

Implement business and residential "green challenge" programs, as part of the VML certification process, to encourage residents and businesses to implement green services and practices.

Business and residential "green challenges" were implemented in fall 2010 and winter 2011. A 2012 green challenge for both residents and businesses is planned for April/May timeframe centered around Earth Day.

Apply for E4 (Extraordinary Environmental Enterprise) recertification for the Public Works and Utilities Complex with Virginia Department of Environmental Quality and implement an environmental management team review process for city departments during the biennium.

The Public Works complex is in the process of E4 recertification in FY12-13.



Install 50 more blue crab medallions, an initiative started by HR Storm and VA DEQ, throughout the city to continue to educate the community about public stormwater pollution.

Completed. Sixty crab medallions have been installed.



## Environmental Sustainability

Conduct a drug collection program in the city to prevent potentially dangerous controlled substances from being disposed of in the city's water system in 2011.

WPD participated with the DEA in the "National Take Back Initiative" in April 2011, and will do so again in April 2012. This program provided citizens with a safe way to dispose of all types of unwanted prescription medications in an environmentally safe manner. All drugs collected were turned over to the DEA for disposal.

Investigate possible tools for assisting the city in tracking and measuring its carbon footprint and use identified tools to measure the city's progress during the biennium.

Management intern collected data and completed baseline carbon footprint analysis, using the ICLEI measurement tools, which has been incorporated into the City's performance management dashboard system.

### D. Water Conservation Promotion

Promote water conservation through various community, outreaches – HRWET (Regional) participation, Farmers Market, handouts at office and civic events such as Earth Day.

Promotions completed and on-going.



### E. Drinking Water Safety

Design and install a new chemical feed system at the Water Plant meeting Virginia Department of Health water quality regulations by the end of 2011.

System designed and tested – waiting for Health Dept approval to install.

### F. Southeast Water Tank

Negotiate and execute the comprehensive PPEA agreement with CBI to build the water tank in advance of the Riverside Hospital Project, and complete construction of the water tank by the end of 2011.

New elevated .75 million gallon tank has been erected. The tank will be fully operational and online by summer 2012.



### G. Sewer System Overflow Prevention

Meet all submittal deadlines and continue sewer system assessment and upgrades as required by the Consent Order with DEQ/EPA.

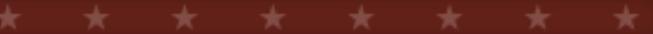
City continues to meet the obligations of the Consent Order.

### H. Voluntary Residential Refuse Collection

Expand, on a voluntary basis, the curbside refuse collection option to another neighborhood(s).

Four neighborhoods (Holly Hills Carriage Homes, Savannah Green, Port Anne, Village of Quarterpath) have converted to curbside with City provided containers. New neighborhoods (such as Capitol Landing Green) will receive curbside service.





## I. Municipal Building LEED Certification

Receive LEED certification for the Municipal Building addition project upon its completion.

Project Architect plans to submit the application for LEED certification by March 2012 and receipt of the certification is anticipated by the end of FY 12.

## J. Green Technology and Architectural Standards

Evaluate and make changes to architectural standards to allow more flexibility in green building design, e.g. solar panels and green roofs.

The City's Design Review Guidelines will be reevaluated following the adoption of the 2012 Comprehensive Plan.

## K. Cypress Creek Power Plant

Implement Cypress Creek Power Plant Review Process, as approved by City Council at the August 2010 meeting.

Letters were sent to the Corps of Engineers and the Virginia Department of Environmental Quality in November 2010 outlining the City's concerns and letting it be known that the City intends to monitor the application review process.



**GOAL IX OUTCOMES****KEY OUTCOME MEASURES**

Desired Outcomes	Observed Results				
Recycle 37.5% of solid waste stream (150% of Virginia's 25% recycling goal).	<p>Waste stream recycled:</p> <p>2005 – 33% (132% of state goal)      2006 – 38% (152% of state goal)      2007 – 35% (140% of state goal)      2008 – 36% (144% of state goal)      2009 – 22% (88% of state goal)*  <b>2010 – 27% (108% of state goal)</b></p>				
Drinking water conserved by reducing daily household equivalent consumption below 165 gallon per day.	<p>Water consumed in gallons per day per equivalent household connections:</p> <p>FY 05 – 175 GPD      FY 06 – 165 GPD      FY 07 – 164 GPD      FY 08 – 173 GPD      FY 09 – 172 GPD      FY 10 – 155 GPD  <b>FY 11 – 170 GPD</b></p>				
DNR Certification of Compliance obtained with the Chesapeake Bay Protection Act.	<p>*Source: City Public Works &amp; Utilities Dept.</p> <p>In the most recent compliance review (2005) the city was named an “outstanding local partner” in Chesbay protection.</p>				
DNR Certification of Compliance obtained with VA Erosion and Sediment Control Law (70 of 100 points needed for certification).	<p>*Source: Chesapeake Bay Local Assistance Dept.</p> <p>In the most recent Compliance Review (2007) the city scored an average of 93.75 in four program areas earning certification.</p>				
Increase residential recycling set-out rate annually	<p>*Source: Dept. of Conservation and Recreation</p> <p>Set-out rate:</p> <p>FY 08 – 40%      FY 09 – 44%      FY 10 – 42%  <b>FY 11 – 42%</b></p>				
Increase participation in the City’s Green Business and Residential Challenges each year.	<p>*Source: City Monthly Operating Report</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><b>Businesses:</b></td> <td style="width: 50%; text-align: center;"><b>Households:</b></td> </tr> <tr> <td style="text-align: center;"><b>FY 11 – 17</b></td> <td style="text-align: center;"><b>50</b></td> </tr> </table> <p>*Source: City Green Team</p>	<b>Businesses:</b>	<b>Households:</b>	<b>FY 11 – 17</b>	<b>50</b>
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<b>FY 11 – 17</b>	<b>50</b>				

## Environmental Sustainability

### Citizen Ratings of Goal IX Outcomes from 2008 and 2010 NATIONAL CITIZEN SURVEY

Measure	Percent Rated “Good” or “Excellent”		Compared to National Benchmark
	2008	2010	
Sewer services (p.30)	86%	82%	much above
Drinking water (p.30)	64%	73%	above
Storm drainage (p.30)	67%	70%	much above
Yard waste pick-up (p.30)	80%	76%	much above
Recycling (p.29)	74%	81%	similar
Garbage collection (p.25)	91%	79%	similar





## GOAL X

**CONTINUOUSLY IMPROVE THE PERFORMANCE OF THE CITY  
GOVERNMENT ORGANIZATION FOR GREATER FISCAL STRENGTH  
AND EFFECTIVENESS IN OUTCOMES.**

## GOAL X INITIATIVES

### **A. Budget Reset - The New Normal**

Make revenue choices and spending priorities in the Fiscal Year 2012 and 2013 city operating budgets which will be financially sustainable and fiscally sound in the post-recessionary environment, while still accomplishing the city's ambitious goals, and reflecting the priorities of the community. End fiscal years 2011 and 2012 with an annual operating surplus in excess of \$1 million.



The City's General Fund operating budget for FY 2011 ended with a surplus of \$2.3 million. This resulted from a combination of increased receipts for personal property and tourism taxes, and operational savings in the City departments.

The City's FY 2012 operating budget was up 2.5% from the prior year, and balanced with a transfer from reserves of \$148K. The operating budget includes higher expenditures dealing with a 17% increase in healthcare costs, while requiring more employee participation with healthcare premiums. The budget includes a 2% employee compensation allowance for merit pay increases, and was distributed based on employee performance and market conditions. One additional police officer position was approved. Revenues and expenditures continue to be monitored closely by staff, and reported to City Council each month. The estimated operating surplus for FY 2012 is in the range of \$250,000 to \$500,000.

### **B. Leadership Philosophy of Full Engagement**

Engender a workplace culture where all employees take increasing ownership for the effectiveness of city government and outcomes in the community. Hold a third High Performance Organization week long class. Emphasize a leadership philosophy of enabling and energizing all city staff, led by the department head level "Strategic Planning Team," over the biennium.



Another HPO class was held in October 2011, which included a senior level work session on leadership philosophy. Several leadership philosophy work sessions have been held and a philosophy statement has been drafted. A senior leadership work group is developing a training to share draft and receive input from city staff. Training scheduled to take place spring 2012.





## C. Performance Measurement System Development

Expand the use of automated performance data “dashboards” throughout the city organization. Communicate performance and outcome information, including continuously updated “live” dashboards, to the citizenry and to City Council. Retain ICMA Center for Performance Measurement “Certificate of Distinction.”

27% of all City employees, which includes all Department Heads, have been setup and trained in the use of Dashboards. We now have 183 individual dashboard elements created across all City departments and functional areas. Public dashboards debuted at the August 2011 City Council meeting. The ICMA Center for Performance Measurement awarded the City its 3<sup>rd</sup> “Certificate of Distinction” in September, 2011.

## D. Geographic Information System Advances

Build the GIS database for the utility operations, using GIS data to better analyze patterns of water consumption and sanitary overflow. Convert the Zoning Maps to fully integrate with GIS. Upgrade system to the latest version of the software, and build up the public facing GIS website.

Stormwater Management data collection and edits are approximately 50% complete. Work is done primarily in the fall and winter after the leaves have fallen. Stormwater portion of this initiative is anticipated to be finished in 2013. Sanitary sewer mapping is approximately 90% complete, with an overall target completion date of fall 2012. Zoning maps in GIS were submitted to Planning the end of May. GIS system upgraded to the latest version in July. Website work is ongoing, with completion targeted during this fiscal year. GIS system upgraded to the latest version in July. Website work is nearing completion, with an anticipated live date of April 2012.



## E. Employee Wellness and Medical Cost Containment

Develop and implement a coordinated, city wide wellness program by June 2011, to encourage health and wellness of employees and their dependents. Employ both education and health insurance related incentives for the program, including the areas of nutrition, physical fitness, and lifestyles choices.

City Health & Wellness Program implemented in January 2012. Program focuses on 3 areas: education, walking, and information and awareness. Four educational seminars have been held and 63 employees have signed up for the walking club as of March 2012.



**GOAL X OUTCOMES****KEY OUTCOME MEASURES**

Desired Outcomes	Observed Results
<b>Excellence in Financial Reporting and Budget Presentation as indicated by obtaining Government Finance Officers Association (GFOA) annual professional awards.</b>	<b>During 2011 the City received the 25th consecutive Certificate of Achievement for Financial Reporting and the Distinguished Budget Presentation Award for the 19th consecutive year.</b> <p style="color: red;">*Source: City Finance Department</p>
<b>Exceed budget expectations by having operating revenues exceed operating expenditures each year.</b>	<b>Annual operating revenues exceeding expenditures:</b> <b>FY 05 – \$1.2 mil</b> <b>FY 06 – \$1.6 mil</b> <b>FY 07 – \$2.7 mil</b> <b>FY 08 – \$3.3 mil</b> <b>FY 09 – \$.23 mil</b> <b>FY 10 – \$1.8 mil</b> <b>FY 11 - \$2.3 mil</b> <p style="color: red;">*Source: City Finance Department</p>
<b>Maintain sound fiscal health by exceeding city's 35% operating reserve policy.</b>	<b>% unassigned fund balance:</b> <b>FY 05 – 66.3%</b> <b>FY 06 – 60.0%</b> <b>FY 07 – 72.9%</b> <b>FY 08 – 72.7%</b> <b>FY 09 – 66.5%</b> <b>FY 10 – 59.2%</b> <b>FY 11 – 70.8%</b> <p style="color: red;">*Source: City Finance Department</p>
<b>Maintain annual Employee Turnover Rate of 10% or less of the permanent workforce.</b>	<b>Annual Turnover Rate:</b> <b>FY 08 – 9.5%</b> <b>FY 09 – 8.0%</b> <b>FY 10 – 6.8%</b> <b>FY 11 – 5.0%</b> <p style="color: red;">*Source: Human Resources</p>
<b>Reduce Employee Sick Leave used per total hours worked to 2% or less.</b>	<b>Annual sick leave used:</b> <b>FY 08 – 3.1%</b> <b>FY 09 – 2.6%</b> <b>FY 10 – 3.3%</b> <b>FY 11 – 3.1%</b> <p style="color: red;">*Source: Human Resources</p>



## City Organizational Leadership



<p><b>Reduce number of Auto and General Liability claims paid annually to 10 or less.</b></p>	<p><b>Auto and General Liability Claims paid:</b>  <b>FY 08 – 18</b>  <b>FY 09 – 9</b>  <b>FY 10 – 18</b>  <b>FY 11 - 19</b></p> <p style="text-align: center;"><small>*Source: Finance Department</small></p>
<p><b>Reduce annual increase in employee health insurance claims paid to less than 5%.</b></p>	<p><b>Health claims paid:</b>  <b>FY 08 – \$1,301,672      6.1%</b>  <b>FY 09 – \$1,608,999      23.6%</b>  <b>FY 10 – \$1,731,882      7.6%</b>  <b>FY 11 - \$1,741,528      .6%</b></p> <p style="text-align: center;"><small>*Source: Human Resources</small></p>
<p><b>Employee training accomplished as a percent of all employees: QUEST Employee Orientation (100%), SELF Supervisory training (25%), and High Performance Organization training (80%).</b></p>	<p><b>As of FY 11, the following percent of all employees attended QUEST (96%), SELF (37%), and HPO (67%).</b></p> <p style="text-align: center;"><small>*Source: City Human Resources Office</small></p>





**Citizen Ratings of Goal X Outcomes  
from 2008 and 2010  
NATIONAL CITIZEN SURVEY**

<b>Measure</b>	<b>Percent Rated “Good” or “Excellent”</b>		<b>Compared to National Benchmark</b>
	<b>2008</b>	<b>2010</b>	
Knowledge of city employees (p.49)	90%	83%	much above
Responsiveness of city employees (p.49)	91%	77%	much above
Courtesy of city employees (p.49)	91%	85%	much above
Overall impression of city employees (p.49)	91%	79%	much above
Services provided by city (p.47)	75%	82%	much above



Matrix of Primary and Secondary Goal Categories	X = Primary Category				✓ = Secondary Category					
	FY 2013 Capital Project	Community Engagement	Character of the City	Economic Vitality	Neighborhoods and Housing	Transportation	Public Safety	Education and Human Services	Recreation and Culture	Environmental Sustainability
<b>I. Community Engagement</b>										
Comprehensive Plan Update & Interjurisdictional Coordination	X	✓	✓	✓	✓	✓	✓		✓	✓
Citizen Communications Strategic Plan	X	✓	✓	✓	✓	✓	✓	✓	✓	✓
City/College (Town/Gown) Relations	X	✓	✓	✓	✓	✓			✓	✓
Stryker Center - City/Library Partnership	X	✓						✓	✓	
Communications Franchises	X				✓			✓		
Voters Rights Pre-Clearance	X									
City Council Meeting Time of Day	X									✓
<b>II. Character of the City</b>										
Vision for Monticello/Lafayette/Richmond Road Area		✓	X	✓	✓	✓	✓			
Vision for Northeast Triangle of City		✓	X	✓	✓	✓	✓			
Future Community in Southeast Quadrant		X	✓	✓	✓	✓	✓	✓	✓	
Targeted Redevelopment Opportunities		X	✓	✓	✓					
Corridor Beautification	🚧	X	✓			✓				
Open Space Preservation		X	✓	✓					✓	✓
Historic Building Survey		X	✓	✓						
<b>III. Economic Vitality</b>										
Economic Development Strategic Plan Update		✓	✓	X	✓	✓			✓	✓
EDA Programs			✓	X	✓					
Economic Diversification Strategies			✓	X				✓		✓
Tourism Marketing			✓	X			✓	✓		✓
Business Assistance and Recruitment			✓	X						
Business Recycling		✓	✓	X						✓
New Retail Guide Deployment			✓	X						✓
Arts and Creative Economy District		✓	✓	X	✓				✓	
Downtown Vibrancy			✓	X					✓	
<b>IV. Neighborhoods and Housing</b>										
Neighborhood Relations and Preservation near College		✓	✓	✓	X					
Merrimac Trail Neighborhoods		✓	✓		X		✓	✓	✓	
Blayton Elderly Housing Expansion		✓	✓		X			✓	✓	✓
Incentives for Workforce Housing			✓	✓	X					
Residential Electrical Reliability				✓	X					
City/Housing Authority Partnership		✓			X			✓		✓

Matrix of Primary and Secondary Goal Categories	FY 2013 Capital Project	X = Primary Category				✓ = Secondary Category						
		Community Engagement	Character of the City	Economic Vitality	Neighborhoods and Housing							
							Transportation	Public Safety	Education and Human Services	Recreation and Culture	Environmental Sustainability	City Organizational Leadership
<b>V. Transportation</b>												
Ironbound Road Widening		✓	✓	✓	✓	X	✓					
Quarterpath at Williamsburg Improvements		✓	✓	✓	✓	X	✓					
Traffic Safety Enhancements		✓			✓	X	✓					
Pedestrian Connection Improvements	■■■	✓	✓	✓	✓	X	✓		✓	✓		
Bike Friendly Community Designation		✓	✓	✓	✓	X	✓		✓	✓		
Passenger Rail Enhancement		✓	✓	✓		X				✓		
Williamsburg Area Transport		✓	✓	✓		X	✓	✓			✓	
Vision for Transportation Center Expansion		✓	✓	✓		X					✓	
<b>VI. Public Safety</b>												
Storm Ready Community Re-Designation		✓	✓	✓			X					
Quarterpath Emergency Shelter Operations		✓	✓				X					
Merrimac Trail Neighborhoods Community Policing		✓			✓		X	✓				
Public Safety Physical Fitness		✓					X	✓	✓			
Police Emergency Medical Response		✓	✓				X					✓
Fire Equipment Replacement	■■■	✓					X					
Fire Station Renovations	■■■	✓	✓				X					
Emergency Operations Center		✓	✓				X					
<b>VII. Education and Human Services</b>												
School Contract Renewal		✓						X				✓
Youth Achievement								X				✓
Workforce Development		✓	✓	✓					X			
Homelessness Prevention and Intervention		✓		✓				✓	X			
Senior Support Services		✓	✓		✓				X			

Matrix of Primary and Secondary Goal Categories	FY 2013 Capital Project	X = Primary Category				✓	= Secondary Category				
		Community Engagement	Character of the City	Economic Vitality	Neighborhoods and Housing		Transportation	Public Safety	Education and Human Services	Recreation and Culture	Environmental Sustainability
<b>VIII. Recreation and Culture</b>											
Save Country Road West		✓	✓			✓			X	✓	
Civil War Sesquicentennial		✓	✓			✓			X	✓	
Waller Mill Park			✓	✓					X	✓	
Kiwanis Park	¶		✓	✓					X		
Quarterpath Park and Recreation Center	¶		✓	✓					X	✓	
Neighborhood Parks			✓	✓					X		
Friends of the Parks			✓						X	✓	
Festivals and Sports Marketing Opportunities				✓					X	✓	
City Historic Items Curation			✓						X	✓	
Poet Laureate Designation									X	✓	
National Recreation and Parks Accreditation									X	✓	
Williamsburg Visual Arts Center		✓	✓	✓					X	✓	
<b>IX. Environmental Sustainability</b>											
Stormwater Management and Treatment	¶									X	
VML Platinum Certification		✓	✓	✓	✓	✓			✓	X	
Green Challenges and Programs		✓	✓	✓	✓				✓	X	
Water Conservation Promotion	¶	✓	✓		✓					X	
Drinking Water Safety	¶		✓	✓	✓					X	
Southeast Water Tank			✓	✓						X	
Sewer System Overflow Prevention	¶									X	
Voluntary Residential Refuse Collection		✓	✓		✓					X	
Municipal Building LEED Certification			✓							X	
Green Technology and Architectural Standards		✓	✓	✓	✓					X	
Cypress Creek Power Plant		✓								X	
<b>X. City Organizational Leadership</b>											
Budget Reset - The New Normal		✓	✓	✓	✓	✓	✓	✓	✓	X	
Leadership Philosophy of Full Engagement		✓	✓							X	
Performance Measurement System Development		✓	✓	✓	✓	✓	✓	✓	✓	X	
Geographic Information System Advances				✓	✓	✓	✓		✓	X	
Employee Wellness and Medical Cost Containment		✓							✓	X	



## City of Williamsburg Fiscal Year 2013 Adopted Budget

## Performance Metrics

### INTRODUCTION

#### THE CITY'S VISION

***Williamsburg will become an evermore safe, beautiful, livable city of historic and academic renown, served by a city government-cohesively led, financially strong, always improving-in full partnership with the people who live, work and visit here.***

#### DEPARTMENTAL BUDGET SUMMARY AND PERFORMANCE METRICS

The preceding section on Biennial Goals and Initiatives links the City Council ten broad goals to specific accomplishments of 78 initiatives and to the Capital Improvement Program. Further, the preceding section identifies desired community outcomes and observed results which relate to each goal.

This next section aligns budget and performance data to the operating departments of the city. For each department a summary page includes the department mission and expenditures and staffing, covering four years. Importantly, desired community outcomes related to each department, and observed results, are shown. Many of these measures parallel the measures arrayed under the ten goals in the preceding section, including the use of the National Citizen Survey™ results.

Finally, under each department are the budgetary Cost Centers which comprise that department. Detailed here is information on four years of expenditures and staffing, and performance trends, projections, and targets. Performance metrics – including workload measures, efficiency measures and other useful indicators of performance – are shown with operating data for the last two fiscal years, the projected number for the current year, and the target or expected number for next year.



**OFFICE OF CITY MANAGER**

Jackson C. Tuttle, City Manager

**Mission**

To provide leadership, strategic direction, and administrative oversight to all aspects of City operations.

**Cost Centers**

- |  |   |                         |
|--|---|-------------------------|
| 1. City Manager<br>-Administration<br>-Human Resources | 2. Clerk / Communications<br>-Clerk of Council<br>-Communications | 3. Economic Development |
|--|---|-------------------------|

**Expenditures and Staffing**

	FY 2010		FY 2011		FY 2012		FY 2013	
	Actual	FTE	Actual	FTE	Budget	FTE	Adopted	FTE
City Manager	469,495	3.5	488,045	3.5	513,739	3.5	525,004	3.5
Human Resources	134,539	1	130,818	1	161,921	1	101,381	1
Clerk of Council / Comm.	157,291	2	153,838	2	173,702	2	173,627	2
Economic Development	122,607	1	123,306	1	131,685	1	135,976	1
Total	883,932	7.5	896,007	7.5	981,047	7.5	935,988	7.5

**Outcomes and Results**Desired Outcome

Implement all 78 initiatives in City Council's 2011/2012 Biennial Goals and Initiatives document.

Maintain an "overall quality of life" in Williamsburg higher than national benchmark on the National Citizen Survey.

Maintain excellent financial condition as evidenced by an unreserved General Fund balance of 35% of the annual budget.

Results

August 2011 update showed 41 completed, 36 progressing on schedule, and 1 behind schedule.

Latest National Citizen Survey from June 2010 revealed 87% of citizens rated City "good" or "excellent", and much above National Benchmark.

Latest FY2011 Comprehensive Annual Financial Report's unassigned fund balance was \$22.9 million, or 70.8% of General Fund operating revenues.

Office of City Manager Cost Centers:City Manager

	FY 2010	FY 2011	FY 2012	FY 2013
Expenditures	Actual	Actual	Budget	Adopted
Personnel	424,866	437,526	460,244	477,534
Operating	44,370	49,584	53,495	47,470
Capital Outlay	259	935	0	0
Total	469,495	488,045	513,739	525,004

Staffing

City Manager	1	1	1	1
Assistant City Manager	1	1	1	1
Human Resource Specialist	1	1	1	1
Administrative Assistant	1	1	1	1
Administrative Aide	.5	.5	.5	.5
<b>Total</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>

Performance Trends and Targets

	FY 2010	FY 2011	FY 2012	FY 2013
Performance Measures	Actual	Actual	Projected	Target
Citywide employee turnover rate	6.8%	5.0%	10%	<10%
Citywide sick leave use rate	3.26%	3.15%	3.32%	<2.5%
Percent of Employees who completed:				
Quest 5-day Orientation	97%	96%	98%	100%
S.E.L.F. Supervisory Training	31%	37%	37%	45%
High Performance Organization Training	36%	67%	67%	>90%
Ethics Training	98%	98%	99%	100%
Deferred Comp. Voluntary Participation	73%	71%	74%	>75%
OSHA reportable injuries/incidents	31	14	20	<10

Clerk of Council / Communication

<b>Expenditures</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
	Actual	Actual	Budget	Adopted
Personnel	143,058	145,124	154,802	160,227
Operating	13,834	8,220	18,900	13,400
Capital Outlay	399	494	0	0
Total	157,291	153,838	173,702	173,627

**Staffing**

Clerk of Council	1	1	1	1
Communications Specialist	1	1	1	1
Total	2	2	2	2

Performance Trends and Targets

<b>Performance Measures</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
	Actual	Actual	Projected	Target
Number of open Council meetings	35	39	30	30
Number of closed Council meetings	16	18	10	15
Number of Resolutions	13	14	16	15
Number of Ordinances	22	16	25	20
% of City Council minutes completed prior to next monthly meeting	100%	100%	100%	100%
City Council Meeting — Citizen Attendance	n/a	198	166	200
City Council Work Session — Citizen Attendance	n/a	127	114	120
Boards & Commissions vacancy rate	4%	1%	0%	0%
Total Agenda Printing Cost Savings	n/a	\$3,889	\$2,500	\$3,000
Number of Press Releases	63	95	65	68
Number Signed Up for E-Notify	1,517	1,161	1,700	>2,000
Number of E-Notifications Sent	274	360	280	300

## Performance Metrics

### Economic Development

	FY 2010	FY 2011	FY 2012	FY 2013
Expenditures	Actual	Actual	Budget	Adopted
Personnel	103,658	105,830	112,785	118,326
Operating	18,949	17,476	18,900	17,650
Capital Outlay	0	0	0	0
Total	122,607	123,306	131,685	135,976

### Staffing

Economic Development Director	1	1	1	1
Total	1	1	1	1

### Performance Trends and Targets

Performance Measures	FY 2010	FY 2011	FY 2012	FY 2013
	Actual	Actual	Projected	Target
Visits with existing businesses	205	172	100	100
Redevelopment opportunities supported	25	24	15	15
Value of Commercial construction	\$3.7M	\$5.6M	\$15M	>\$5M
Number of businesses in City	783	790	785	>800
Number of new business startups	41	46	28	>25
Marketing events and missions	92	121	70	50
Business Prospects Assisted	75	54	30	50
Number of ED grants Awarded	5	6	5	8

**FINANCE DEPARTMENT**

Philip Serra, CPFO, Director of Finance

**Mission**

To provide exceptional stewardship and safeguarding of City assets by maintaining financial management, reporting and internal control systems, with accountability to the public in a responsible and timely manner.

**Cost Centers**

- 
- 1. Finance
  - 2. Real Estate Assessments

**Expenditures and Staffing**

	FY 2010		FY 2011		FY 2012		FY 2013	
	Actual	FTE	Actual	FTE	Budget	FTE	Adopted	FTE
Finance	701,853	9	712,814	9	735,695	9	729,817	8
Real Estate Assessments	160,031	2	158,876	2	166,542	2	171,681	2
Total	861,884	11	871,690	11	902,237	11	901,498	10

**Outcomes and Results**Desired Outcome

Receive (1) the GFOA Certificate of Achievement for Excellence in Financial Reporting; and (2) the GFOA Distinguished Budget Presentation Award.

Maximize yield on investments in the low interest rate environment, while also maintaining City policy requirements of safety and liquidity.

Maintain property tax collection rates of at least 98% annual.

Results

Received 25th consecutive financial reporting award in April 2011; received 19th consecutive budget presentation award in September, 2011.

In July 2011 transferred \$14 Million from State Local Gov't Investment Pool to higher earning FDIC insured money-market account, and deposited \$5 Million in short-term CDs with local banks.

Real estate collection rates for FY 2011 were 97.9%, with personal property collections of 98.0%.

Finance Cost Centers:Finance

	FY 2010	FY 2011	FY 2012	FY 2013
Expenditures	Actual	Actual	Budget	Adopted
Personnel	652,919	660,328	680,990	684,272
Operating	48,034	52,486	54,705	45,545
Capital Outlay	900	0	0	0
Total	701,853	712,814	735,695	729,817

Staffing

Director of Finance	1	1	1	1
Deputy Director of Finance	1	1	1	1
Purchasing Agent	1	1	1	1
Utility Technician	1	1	1	1
Financial Technician	5	5	5	4
Total	9	9	9	8

Performance Trends and Targets

Performance Measures	FY 2010	FY 2011	FY 2012	FY 2013
Performance Measures	Actual	Actual	Projected	Target
Total bills processed	43,002	43,639	43,700	43,900
# consecutive years received GFOA financial reporting award	24	25	26	27
# consecutive years received GFOA budgeting award	18	19	20	21
# vendor payments processed	6,997	6,635	7,000	7,100
# payroll checks processed	6,139	6,138	6,700	6,600
Personal property tax collection rate	96.2%	98.0%	98.0%	100%
Real estate tax collection rate	97.9%	97.9%	98.0%	100%
Average rate of investment return	.86%	.28%	.36%	>.40%

Real Estate Assessments

	FY 2010	FY 2011	FY 2012	FY 2013
Expenditures	Actual	Actual	Budget	Adopted
Personnel	144,312	145,962	151,014	158,015
Operating	15,719	12,914	15,528	13,666
Capital Outlay	0	0	0	0
Total	160,031	158,876	166,542	171,681

Staffing

Real Estate Assessor	1	1	1	1
Assessment Technician	1	1	1	1
Total	2	2	2	2

Performance Trends and Targets

Performance Measures	FY 2010	FY 2011	FY 2012	FY 2013
	Actual	Actual	Projected	Target
# real property (RE) parcels assessed	4,457	4,472	4,480	4,490
# RE transfers (non-timeshare)	277	330	250	300
Residential assessment to sales ratio	101%	100%	100%	100%
# information requests - (assessor@williamsburgva.gov)	111	95	100	120
# information requests - office / phone	2,932	2,721	2,700	2,700
# information requests - tax relief program	32	31	30	35
# participants in tax relief program	9	11	12	15
# assessment appeals - office/phone/letter/fax/email	21	29	50	55
# assessment appeals changed	9	7	10	12
Board of Equalization (BOE) appeals	4	9	15	<15
BOE appeals changed	1	7	0	0

**INFORMATION TECHNOLOGY DEPARTMENT**

Mark Barham, Director

**Mission**

To provide exceptional information technology systems and services to our customers, both internal and external, that support the mission of the City of Williamsburg in an efficient and cost-effective manner.

---

<b>Expenditures</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
	Actual	Actual	Budget	Adopted
Personnel	263,204	281,618	284,312	296,293
Operating	298,947	264,610	320,800	307,400
Capital Outlay	9,787	0	59,300	25,500
Total	571,938	546,228	664,412	629,193

**Outcomes and Results**Desired OutcomeResults

Expand the use of the City's web site to conduct City business by increasing eGov transactions and online payments at least 10% annually .

eGov transactions were up by 1,065 or 22% for FY2011, with total receipts of \$626K, up 15.6% from FY2010.

Increase citizen visitation to the City Website, as reported by the National Citizen Survey.

67% of respondents indicated that they had visited the City website at least once during FY 2010.

Increase functionality of city-wide Performance Measurement System. Continue to develop dashboards for staff.

Dashboards were developed for all department heads during early FY 2011. Dashboards have been developed for 40% of supervisory staff.

Information Technology

<b>Staffing</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
Information Technology Director	1	1	1	1
Systems Analyst	1	1	1	1
Systems Technician	1	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

Performance Trends and Targets

<b>Performance Measures</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
	Actual	Actual	Projected	Target
Total # of Helpdesk requests	981	921	900	950
% of Helpdesk requests resolved within 24 hours	93%	96%	90%	>94%
Total # website visits	257,394	259,125	260,000	>275,000
Total # of eGov transactions	4,996	5,858	4,500	>5,000
Total dollar amount of eGov transactions	\$563,802	\$605,677	\$550,000	>\$650,000
Total # of outside security breaches (unauthorized intrusion, virus, malware, etc.)	0	0	0	0
Average time (in hours) to IT Ticket resolution	n/a	13.76	13.0	<11.0

**POLICE DEPARTMENT**

David C. Sloggie, Chief of Police

**Mission**

To work in partnership with the citizens of Williamsburg, providing a safe and secure environment consistent with community values, with an emphasis on responsive community based policing, integrity, fairness and professionalism.

**Cost Centers**

- |  |                                 |                   |
|--|---------------------------------|-------------------|
| 1. Law Enforcement Operations<br>-Support Services<br>-Uniformed Bureau<br>-Investigative Bureau | 2. Public Safety Communications | 3. Parking Garage |
|--|---------------------------------|-------------------|

**Expenditures and Staffing**

	FY 2010		FY 2011		FY 2012		FY 2013	
	Actual	FTE	Actual	FTE	Budget	FTE	Adopted	FTE
Law Enforcement Operations	3,280,126	38	3,259,357	39	3,521,281	40	3,624,726	40
*Public Safety Communications	527,933	0	502,796	0	512,750	0	526,543	0
Parking Garage	108,796	1	114,173	1	132,718	1	130,752	1
	3,916,855	39	3,876,326	40	4,166,749	41	4,282,021	41

*\*City is part of consolidated E-911 operations with neighboring York County*

**Outcomes and Results****Desired Outcome**

All citizens perceive Williamsburg as a "safe" community.

**Results**

96% of June 2010 National Citizen Survey (NCS) respondents rated Williamsburg's sense of safety in neighborhoods as "very or somewhat safe" during the day, with a corresponding response of safety "after dark" of 84% of respondents.

All citizens perceive the quality of police services as good to excellent.

84% of June 2010 NCS respondents police services as good to excellent, above the national comparison.

Maintain a Part I crime clearance rates in excess of national averages.

FY 2011 Part I crime clearance rate was 59%, compared with latest national published rate of 30.7%.

Maintain less than 3.5 minute average response time for calls for service.

The average Police response time for emergency calls during FY 2011 was 2.9 minutes.

**Police Department Cost Centers:****Law Enforcement Operations**

<b>Expenditures</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
	Actual	Actual	Budget	Adopted
Personnel	2,855,892	2,848,459	3,058,731	3,168,676
Operating	410,648	388,157	453,350	450,050
Capital Outlay	13,586	22,741	9,200	6,000
Total	3,280,126	3,259,357	3,521,281	3,624,726

**Staffing**

Chief of Police	1	1	1	1
Deputy Chief of Police	1	1	1	1
Sworn Police Officers	32	33	34	34
Administrative Secretary	1	1	1	1
Records Clerk	1	1	1	1
Parking Enforcement Officer	2	2	2	2
Total	38	39	40	40

**Performance Trends and Targets**

<b>Performance Measures</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
	Actual	Actual	Projected	Target
Achieve National Citizen survey rating of “good” or “excellent” by 80% of citizens	84%	-	86%	100%
Average response time for calls for services (minutes)	3.5	2.9	3.3	<3.5
Clearance Rate for Part I Crimes *	45%	59%	60%	>60%
Traffic accidents citywide	164	153	150	<150
Traffic accidents resulting in injuries	67	74	65	<65
DUI incidents	91	91	80	80
Moving violations	1,377	1,586	2,200	2,200

\*national crime statistic

Parking Garage

<b>Expenditures</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
	Actual	Actual	Budget	Adopted
Personnel	59,637	60,439	77,168	76,752
Operating	49,159	53,905	55,550	54,000
Capital Outlay	0	0	0	0
<b>Total</b>	<b>108,796</b>	<b>114,344</b>	<b>132,718</b>	<b>130,752</b>

**Staffing**

Parking Garage Attendant	1	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

Performance Trends and Targets

<b>Performance Measures</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
	Actual	Actual	Projected	Target
# of vehicles utilizing parking garage	57,194	67,016	68,000	>75,000
Average hourly fee revenue per vehicle	\$2.65	\$2.72	\$2.75	\$2.80
Total parking garage revenue	\$212,492	\$248,370	\$240,000	>\$270,000

**FIRE DEPARTMENT**

William Dent, Fire Chief

**Mission**

To ensure a prompt, safe and timely response to emergencies of an all-hazards nature. To diligently enforce all life safety measures to ensure a safe and livable community for citizens and visitors.

**Cost Centers**

- |                     |                                |                               |   |
|---------------------|--------------------------------|-------------------------------|---|
| 1. Fire Suppression | 2. Fire Prevention & Education | 3. Emergency Medical Services | 4. Emergency Management / Disaster Preparedness |
|---------------------|--------------------------------|-------------------------------|---|

**Expenditures and Staffing**

	FY 2010		FY 2011		FY 2012		FY 2013	
	Actual	FTE	Actual	FTE	Budget	FTE	Adopted	FTE
Fire Suppression, Prevention & EMS	2,983,054	37	3,108,601	37	3,432,899	37	3,524,086	37
*Emergency Management	2,321	0	982	0	3,890	0	2,190	0
Total	2,985,375	37	3,109,583	37	3,423,813	37	3,526,276	37

*Emergency Management staffing provided by Fire Department included above*

**Outcomes and Results**Desired Outcome

Maintain an average fire response time of 5 minutes or less, from the time calls are received to arrival of first apparatus on the scene.

Maintain an average response time of 5 minutes or less for medical emergencies, from the time calls are received to arrival of first apparatus on the scene.

Perform fire prevention inspections of all commercial facilities in the City according to their type of occupancy guidelines.

All citizens perceive the quality of fire services as good to excellent.

Results

In FY2011 the average response time for all fire incidents was 4.7 minutes.

In FY2011 the average response time for all EMS incidents was 5.2 minutes.

In FY2011 the Fire Prevention Bureau completed 402 inspections out of a projected 800 for a 50% completion rate.

96% of June 2010 National Citizen Survey respondents rated fire services as good or excellent, above the national comparison. EMS services were rated 95% as good or excellent.

Fire Department Cost Centers:Fire Suppression, Prevention & Education, and Emergency Medical Services

Expenditures	FY 2010	FY 2011	FY 2012	FY 2013
	Actual	Actual	Budget	Adopted
Personnel	2,633,528	2,731,131	2,926,709	3,060,696
Operating	301,426	293,898	388,190	347,390
Capital Outlay	48,100	83,572	118,000	116,000
Total	2,983,054	3,108,601	3,432,899	3,524,086

Staffing

	FY 2010	FY 2011	FY 2012	FY 2013
Fire Chief	1	1	1	1
Deputy Fire Chief	1	1	1	1
Fire Captain	2	2	2	2
Battalion Chief	3	3	3	3
Fire Inspector	3	3	3	3
Firefighters	26	26	26	26
Secretary	1	1	1	1
Total	37	37	37	37

Performance Trends and Targets

Performance Measures	FY 2010	FY 2011	FY 2012	FY 2013
	Actual	Actual	Projected	Target
Average Fire response time in minutes	5.1	4.7	5.0	<5.0
Average EMS response time in minutes	5.2	5.2	5.0	<5.0
Fire Loss (% of total protected value)	1.5%	.24%	< 1.0 %	< 1.0 %
Fire Prevention Inspections (%)	39%	50%	60%	65%

## Performance Metrics

### Emergency Management

Expenditures	FY 2010	FY 2011	FY 2012	FY 2013
	Actual	Actual	Budget	Adopted
Personnel	0	0	0	0
Operating	2,321	982	3,890	2,190
Capital Outlay	0	0	0	0
Total	2,321	982	3,890	2,190

### Staffing

N/A	0	0	0	0
Total	0	0	0	0

*Emergency Management staffing provided by Fire Department*

### Performance Trends and Targets

Performance Measures	FY 2010	FY 2011	FY 2012	FY 2013
	Actual	Actual	Projected	Target
NIMSCAST score (Tier 1/Tier 2)	92 % / 70 %	92 % / 70 %	100 % / 80 %	100 % / 100 %

*Note:*

*NIMSCAST is an assessment tool provided by the federal government to measure a locality's compliance with the National Incident Management System (NIMS) implementation schedule. Progress towards full implementation is required to maintain eligibility for federal grant funding. Beginning in FY07 the assessment was split into two tiers with Tier 1 being required and Tier 2 being recommended.*

**PUBLIC WORKS**

Dan Clayton, Director of Public Works / Public Utilities

**Mission**

To provide a safe and efficient transportation system, including effective signage, beautiful landscaping of city-owned properties, and maintenance of Cedar Grove Cemetery.

**Cost Centers**

- |                |   |                                   |  |
|----------------|---|-----------------------------------|--|
| 1. City Shop   | 2. Engineering/Streets/<br>Mosquito Control | 3. Refuse/Recycling<br>Collection | 4. Buildings / Facilities<br>Maintenance |
| 5. Landscaping | 6. Cemetery                                 |                                   |  |

**Expenditures and Staffing**

	FY 2010		FY 2011		FY 2012		FY 2013	
	Actual	FTE	Actual	FTE	Budget	FTE	Adopted	FTE
City Shop	234,145	3	239,218	3	241,512	3	244,839	3
Engineering	248,082	2	244,779	2	259,408	2	265,300	2
Streets	1,176,119	10	1,013,697	9	1,037,659	9	1,041,474	9
Refuse Collection	657,049	0	647,535	0	673,250	0	673,250	0
Buildings / Facilities Mtce	456,203	2	478,943	2	473,378	2	443,353	2
Landscaping	558,249	7	492,123	6	528,586	6	539,825	6
Mosquito Control	5,640	0	5,912	0	6,950	0	6,950	0
Cemetery	55,982	1	55,534	1	64,347	1	63,406	1
Total	3,391,469	25	3,177,741	23	3,285,090	23	3,278,397	23

**Outcomes and Results**Desired Outcome

Maintain City streets in good to excellent condition by overlaying streets annually at a rate of 4,500 tons of asphalt.

Replace overhead power lines with underground lines throughout the City, particularly along entrance corridors at a rate of 1,000 feet per year.

All citizens perceive the quality of public works service at very good or better.

Results

Paving was completed in 2011, with a total of 6,755 tons of material used.

In FY2009 Dominion Va Power franchise was re-negotiated. 700 ft. of overhead wiring on Ironbound Rd. was converted in FY2011. Since 1982, about 6 miles have been placed underground in the City.

"Good" or "excellent" citizen responses to the June 2010 National Citizen Survey were as follows: 91% for garbage collection, 74% for recycling, 76% for yard waste pick-up, and 74% for street cleaning.

Public Works Cost Centers:City Shop

Expenditures	FY 2010	FY 2011	FY 2012	FY 2013
	Actual	Actual	Budget	Adopted
Personnel	192,301	196,547	199,352	206,666
Operating	37,761	40,127	40,160	36,373
Capital Outlay	4,083	2,544	2,000	1,800
Total	234,145	239,218	241,512	244,839

Staffing

Shop Superintendent	1	1	1	1
Mechanic	2	2	2	2
Total	3	3	3	3

Performance Trends and Targets

Performance Measures	FY 2010	FY 2011	FY 2012	FY 2013
	Actual	Actual	Projected	Target
# titled vehicles in fleet	82	82	82	82
# other equipment	50	50	50	50
# of vehicles using alternative fuels	5	5	5	5
% of vehicles using alternative fuels	5%	5%	6%	>6%
Unleaded fuel used (gals)	*n/a	*n/a	25,500	25,000
Diesel fuel used (gals)	*n/a	*n/a	19,500	19,000
Maintenance "A" (oil changes) performed	*n/a	*n/a	235	235
Tires replaced	*n/a	*n/a	100	100

\* not available, data collection began in FY 2012

**Streets / Engineering / Mosquito Control**

<b>Expenditures</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
	Actual	Actual	Budget	Adopted
Personnel	759,564	767,251	795,407	826,024
Operating	592,273	480,317	476,160	459,200
Capital Outlay	78,004	16,820	32,550	28,500
Total	1,429,841	1,264,388	1,304,117	1,313,724

**Staffing**

Superintendent	1	1	1	1
Engineer	1	1	1	1
Supervisor	1	1	1	1
Public Works Inspector	1	1	1	1
Administrative Secretary	1	1	1	1
Municipal Service Workers	7	7	7	7
Total	12	12	12	12

**Performance Trends and Targets**

<b>Performance Measures</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
	Actual	Actual	Projected	Target
# traffic signals	16	16	16	16
City leaf collection tonnages	553	578	575	575
Install minimum of 500 feet sidewalk/yr	100'	0'	3,000'	1,000'
Conduct quarterly EMS meetings with all personnel (# quarters met)	4	4	4	4
Number of linear lane miles swept	1,801	1,227	950	1,000

Refuse Collection

Expenditures	FY 2010	FY 2011	FY 2012	FY 2013
	Actual	Actual	Budget	Adopted
Personnel	0	0	0	0
Operating	657,049	647,535	673,250	673,250
Capital Outlay	0	0	0	0
Total	657,049	647,535	673,250	673,250

Staffing

None (contracted service)	0	0	0	0
Total	0	0	0	0

Performance Trends and Targets

Performance Measures	FY 2010	FY 2011	FY 2012	FY 2013
	Actual	Actual	Projected	Target
Residential refuse accounts	3,100	3,100	3,100	3,100
Tons of refuse collected	2,182	2,114	4,000	4,000
Average tons refuse collected per account	0.06	0.06	0.06	0.06
Residential recycling accounts	3,447	3,472	3,500	3,500
Tons of recycling collected	689	701	700	710
Average tons of recycling per account	.02	.02	.02	.02
% recycling of all refuse and recycling	25%	25%	25%	>25%
Meet State goal of recycling 25% of City's solid waste stream ( <i>rate achieved</i> )	25%	25%	25%	>25%
Recycling Set-out Rate (% participation)	42%	42%	44%	>45%
Garbage collection misses	387	179	150	<150
Recycling collection misses	100	50	40	<40

**Buildings / Facilities Maintenance**

<b>Expenditures</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
	Actual	Actual	Budget	Adopted
Personnel	143,521	137,864	129,208	134,083
Operating	295,648	311,659	297,770	284,870
Capital Outlay	17,034	29,420	46,400	24,400
<b>Total</b>	<b>456,203</b>	<b>478,943</b>	<b>473,378</b>	<b>443,353</b>

**Staffing**

Facilities Manager	1	1	1	1
Municipal Service Worker	1	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

**Performance Trends and Targets**

<b>Performance Measures</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
	Actual	Actual	Projected	Target
Community Building - electricity usage (kwh)	164,580	138,228	140,000	<140,000
Community Building - total events	177	177	180	>180
Community Building - fee revenue	\$41,699	\$46,175	\$38,000	>\$40,000
Reduce carbon emissions by becoming a VML's Certified Green Community program	certification	certification	certification	certification
Community Bldg—natural gas usage (ccf)	4,689	7,877	4,800	<4,800
Municipal Bldg-electrical usage (kwh)	964,200	925,420	925,000	<925,000
Stryker Bldg-electrical usage (kwh)	155,880	165,680	160,000	<160,000
Police Station-electrical usage (kwh)	175,500	162,900	165,000	<165,000
Fire Station-electrical usage (kwh)	279,360	267,440	270,000	<270,000
Train Station-electrical usage (kwh)	37,140	31,304	33,000	<33,000

Landscaping

Expenditures	FY 2010	FY 2011	FY 2012	FY 2013
	Actual	Actual	Budget	Adopted
Personnel	345,675	296,719	327,536	341,275
Operating	210,832	183,497	186,050	183,550
Capital Outlay	1,742	11,907	15,000	15,000
Total	558,249	492,123	528,586	539,825

Staffing

Superintendent	1	1	1	1
Supervisor	1	1	0	0
Municipal Service Workers	5	5	5	5
Total	7	7	6	6

Performance Trends and Targets

Performance Measures	FY 2010	FY 2011	FY 2012	FY 2013
	Actual	Actual	Projected	Target
Plant at least 16,000 bulbs per year	✓	✓	16,000	>12,000
Trees planted - new *	34	48	25	>25
Trees planted - replacement *	35	100	25	>25
Mowed acreage	3,008	2,335	3,000	3,000
Sq. ft. of planting beds maintained	202,656	202,656	205,000	205,000
# street / park trees maintained	328	257	200	200
Gallons of herbicide used	4,139	2,368	4,000	4,000

Cemetery

Expenditures	FY 2010	FY 2011	FY 2012	FY 2013
	Actual	Actual	Budget	Adopted
Personnel	50,921	51,637	55,247	56,031
Operating	5,061	3,897	9,100	7,375
Capital Outlay	0	0	0	0
Total	55,982	55,534	64,347	63,406

Staffing

Caretaker	1	1	1	1
Total	1	1	1	1

Performance Trends and Targets

Performance Measures	FY 2010	FY 2011	FY 2012	FY 2013
	Actual	Actual	Projected	Target
# of interments	70	55	60	60
# of purchases - lots/spaces	22	29	20	20
Revenue generated	\$42,300	\$48,095	\$30,000	\$40,000
Cost per acre maintained (20 acres)	\$2,799	\$2,777	\$2,800	\$2,800

**RECREATION**

Lori C. Rierson, Recreation Director

**Mission**

To provide quality recreational facilities, parks and programs, which are safe, diverse, affordable and enriching to the community through our commitment to public service.

**Cost Centers**

- 
- 1. Administration
  - 2. Parks
  - 3. Programs

**Expenditures and Staffing**

	FY 2010		FY 2011		FY 2012		FY 2013	
	Actual	FTE	Actual	FTE	Budget	FTE	Adopted	FTE
Administration	322,290	3	350,369	3	408,896	3	409,739	3
Parks	282,104	2	219,430	1	234,931	1	229,237	1
Programs	612,235	4	580,318	4	629,258	4	618,140	4
Total	1,216,629	9	1,150,117	8	1,273,085	8	1,257,116	8

**Outcomes and Results****Desired Outcome**

Provide and maintain recreational facilities, active and passive parks in excellent condition as perceived by citizens.

Provide high satisfaction with recreational opportunities, programs, and classes as rated by citizens.

Maintain friendly, safe, and clean parks and facilities as rated by users.

**Results**

June 2010 National Citizen Survey (NCS) showed 91% & 86% of citizens rated City parks & facilities, respectively, "good" or "excellent".

NCS also revealed "good" or "excellent" ratings were submitted by 73% of citizens for recreational opportunities, and 87% for programs & classes.

In-house email & website survey in October 2011 revealed that on average, 93% of the 333 respondents agreed or strongly agreed they felt a sense of safety and security in facilities and operations. In addition, at least 88% of respondents agreed or strongly agreed facilities were clean and well maintained.

Recreation Cost Centers:Administration

	FY 2010	FY 2011	FY 2012	FY 2013
Expenditures	Actual	Actual	Budget	Adopted
Personnel	236,600	262,454	302,426	312,059
Operating	82,303	84,939	106,470	97,680
Capital Outlay	3,387	2,976	0	0
Total	322,290	350,369	408,896	409,739

Staffing

Recreation Director	1	1	1	1
Deputy Recreation Director	1	1	1	1
Senior Secretary	1	1	1	1
Total	3	3	3	3

Performance Trends and Targets

Performance Measures	FY 2010	FY 2011	FY 2012	FY 2013
Performance Measures	Actual	Actual	Projected	Target
National Citizen Survey participants rating recreation facilities "good" or "excellent"	86%	n/a	88%	100%
Total number of recreation program Participants	17,449	16,342	16,750	17,000
Number of City participants in recreation programs	3,978	3,547	3,750	4,000
Percent of total participants in Recreation programs who are city residents	23%	22%	22%	>24%
Average O & M cost per program participant	\$35	\$33	\$32	\$32

Parks

Expenditures	FY 2010	FY 2011	FY 2012	FY 2013
	Actual	Actual	Budget	Adopted
Personnel	233,674	169,299	178,356	178,672
Operating	39,210	38,953	45,275	39,065
Capital Outlay	9,220	11,178	11,300	11,500
Total	282,104	219,430	234,931	229,237

Staffing

Facilities / Grounds Manager	1	0	0	0
Park Manager / Waller Mill Park	1	1	1	1
Total	2	1	1	1

Performance Trends and Targets

Performance Measures	FY 2010	FY 2011	FY 2012	FY 2013
	Actual	Actual	Projected	Target
National Citizen Survey participants rating City parks “good” or “excellent”	91%	n/a	92%	100%
Total park acreage (In City and Waller Mill)	1,433.8	1,433.8	1,433.8	1,433.8
Waller Mill Park attendance	261,144	86,413	86,000	90,000
Waller Mill Dog Park members	304	267	300	300
Waller Mill Dog Park visits	8,208	6,730	6,750	6,750
Waller Mill boat rentals (participants)	16,069	13,221	13,000	13,500
Waller Mill Park revenues	\$110,046	\$131,670	\$110,000	>\$115,000

Programs

Expenditures	FY 2010	FY 2011	FY 2012	FY 2013
	Actual	Actual	Budget	Adopted
Personnel	282,944	282,044	286,658	295,800
Operating	303,664	273,588	306,600	294,840
Capital Outlay	25,627	24,686	36,000	27,500
Total	612,235	580,318	629,258	618,140

Staffing

Recreation Supervisor	2	2	2	2
Maintenance Superintendent	1	1	1	1
Maintenance Worker	1	1	1	1
Total	4	4	4	4

Performance Trends and Targets

Performance Measures	FY 2010	FY 2011	FY 2012	FY 2013
	Actual	Actual	Projected	Target
Walking Club participation	3,285	3,511	3,200	3,300
Open Play participation	4,946	6,082	5,500	5,500
Youth league participation	1,641	1,673	1,700	1,700
Adult league participation	3,016	2,654	2,600	2,700
Athletic camps & clinics	720	1,769	1,700	1,700
Pool attendance	2,860	1,889	2,000	2,500
Swim lesson attendance	149	93	90	100

**PLANNING & CODES COMPLIANCE**

Reed T. Nester, AICP, Planning Director

**Mission**

Guide the physical development of the City as recommended by the Comprehensive Plan, and protect the health, safety and welfare of citizens and businesses through the enforcement of land development ordinances and building and property maintenance codes.

**Cost Centers**

1. Planning
2. Codes Compliance

**Expenditures and Staffing**

	FY 2010		FY 2011		FY 2012		FY 2013	
	Actual	FTE	Actual	FTE	Budget	FTE	Adopted	FTE
Planning	455,784	4	475,287	4	537,724	4	539,130	4
Codes Compliance	345,055	5	327,291	4	365,864	4	327,912	4
Total	800,839	9	802,578	8	903,588	8	867,042	8

**Outcomes and Results**Desired Outcome

Protect the visual and historic character of the City through an effective architectural review program.

Protect the environmental character and quality of the City through enforcement of City and State environmental regulations (Chesapeake Bay Preservation and Erosion & Sedimentation Control regulations).

Protect the character and quality of the City's residential neighborhoods through proactive enforcement of the Property Maintenance Code and Rental Inspection Program.

Results

48% of City land is subject to review by the Architectural Review Board. ARB reviewed 133 cases in FY2011, approving 95%.

60% of the City is subject to Chesapeake Bay protection regulations. In FY2011 Planning Commission and staff approved 8 site plans complying with these regulations. 1,088 inspections were performed to ensure compliance with erosion & sedimentation control regulations.

In FY2011, there were 2,269 Property Maintenance Code inspections and 148 Rental Inspection Program inspections performed. 97% of Property Maintenance and 98% of Rental Inspection cases were brought into voluntary compliance.

Planning and Codes Compliance Cost Centers:Planning

Expenditures	FY 2010	FY 2011	FY 2012	FY 2013
	Actual	Actual	Budget	Adopted
Personnel	386,000	394,596	401,924	423,130
Operating	69,471	79,523	135,300	115,500
Capital Outlay	313	1,168	500	500
Total	455,784	475,287	537,724	539,130

Staffing

Planning Director	1	1	1	1
Deputy Planning Director	1	1	1	1
Zoning Administrator	1	1	1	1
Administrative Assistant	1	1	1	1
Total	4	4	4	4

Performance Trends and Targets

Performance Measures	FY 2010	FY 2011	FY 2012	FY 2013
	Actual	Actual	Projected	Target
Zoning text amendments / % approved	3 / 67%	7 / 86%	10	10
Rezonings / % approved	1 / 100%	0 / 0%	5	5
Special Use Permits / % approved	4 / 100%	3 / 100%	10	10
Major Site Plans Reviewed	2	11	15	15
Major Subdivisions Reviewed	0	7	10	10
BZA variances / % approved	1 / 100%	2 / 100%	10	10
BZA appeals / % approved	3 / 0%	4 / 0%	5	5
ARB Building cases / % approved	85 / 77%	70 / 93%	0	0
ARB Sign cases / % approved	70 / 93%	63 / 98%	100	100

Codes Compliance

Expenditures	FY 2010	FY 2011	FY 2012	FY 2013
	Actual	Actual	Budget	Adopted
Personnel	305,408	285,593	312,364	285,012
Operating	39,449	41,278	53,100	42,900
Capital Outlay	198	420	400	0
Total	345,055	327,291	365,864	327,912

Staffing

Codes Compliance Administrator	1	1	1	1
Combination Inspector	3	2	2	2
Secretary (Technical Asst., Office Asst.)	1	1	1	1
Total	5	4	4	4

Performance Trends and Targets

Performance Measures	FY 2010	FY 2011	FY 2012	FY 2013
	Actual	Actual	Projected	Target
Residential plans reviewed	84	84	80	80
Residential building permits issued	97	100	105	110
Commercial plans reviewed	88	76	80	80
Commercial building permits issued	102	109	80	80
Erosion & Sedimentation Control permits issued	18	23	20	20
Erosion & Sedimentation Control inspections	1,331	1,088	800	800
Property Maintenance inspections	2,224	2,269	1,500	1,500
Property Maintenance cases brought into voluntary compliance	97%	97%	98%	100%
Rental Inspections	112	148	150	190
Rental Inspection cases brought into voluntary compliance	92%	98%	98%	100%
Valuation of all permits issued (1,000s)	\$29,343	\$24,572	\$28,000	\$28,000

**HUMAN SERVICES - PUBLIC ASSISTANCE FUND**

Peter Walentisch, Director of Human Services

**Mission**

To respond to the physical, emotional, and general human service needs of children, adults, and families in crisis, and to provide stabilization for program participants.

**Cost Centers**

- |                     |                     |                               |                           |
|---------------------|---------------------|-------------------------------|---------------------------|
| 1. Benefit Programs | 2. Service Programs | 3. Community Service Programs | 4. Comprehensive Services |
|---------------------|---------------------|-------------------------------|---------------------------|

**Expenditures and Staffing**

	FY 2010		FY 2011		FY 2012		FY 2013	
	Actual	FTE	Actual	FTE	Budget	FTE	Adopted	FTE
Health & Welfare	1,807,858	13	1,755,637	13	2,051,769	13	2,020,770	13
Less Subsidy from General Fund	-580,000		-601,751		-772,707		-772,707	
Total—Net Expenditures	1,227,858	13	1,153,886	13	1,279,062	13	1,248,063	13

**Outcomes and Results**Desired Outcome

Reduce truancy and adjudication of City youth through prevention programs.

Provide additional support to prevent homelessness or loss of primary residence.

Prevent additional foster care placements in the City.

Provide high level of services to senior citizens as perceived by citizens.

Results

16 youth participated in regular mentoring thru the Youth & Family Services Division of the department. 13 youth also participated in a weekly Tae Kwon Do program.

An Outreach Counselor saw 450 individuals, representing 257 households who were at risk of losing their primary residence. Individuals were referred to other agencies, or direct payment was made to landlords.

Facilitated 6 children in kinship care in lieu of foster care. There were 90 family services cases in FY 2011, and future caseload is targeted higher.

79% of the June 2010 responses to the National Citizen Survey rated services to seniors as "good" or "excellent", up 4% from the 2008 Survey.

**Performance Metrics**

**Human Services** (all cost centers)

<b>Expenditures</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
	Actual	Actual	Budget	Adopted
Benefit Programs	371,334	344,757	422,048	420,360
Service Programs	920,702	854,803	984,850	954,222
Community Service Programs	378,705	351,599	438,873	446,188
Comprehensive Services	137,117	204,478	205,998	200,000
<b>Total</b>	<b>1,807,858</b>	<b>1,755,637</b>	<b>2,051,769</b>	<b>2,020,770</b>

**Staffing**

	1	1	1	1
Director	1	1	1	1
Eligibility Worker	4	4	4	4
Social Worker	5	5	5	5
Office/Clerical	3	3	3	3
<b>Total</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>

**Performance Trends and Targets**

<b>Performance Measures</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
	Actual	Actual	Projected	Target
* Quality assurance negative action error rate	0%	0%	0%	0%
VIEW (Va Incentive for Employment, Not Welfare) percent employed (yearly avg)	64%	74%	50%	>50%
Timeliness of application processing-expedited food stamp applications	100%	99%	97%	100%
Adult Protective Service cases	33	21	32	32
Foster Care cases	5	8	7	5
Family Services cases	88	90	93	95
Employment Services cases	34	64	20	20
Youth Achievement Program participants	43	31	35	35

\* Target figures are State mandated and tracked by Va Dept of Social Services

**PUBLIC UTILITIES - UTILITY FUND**

Dan Clayton, Director of Public Works/Public Utilities

**Mission**

To provide a safe, efficient, and cost-effective waterworks and sewage conveyance system throughout the City.

**Cost Centers**

- 1. Administration
- 2. Water Treatment
- 3. Water & Sewer System

**Expenditures and Staffing**

	FY 2010		FY 2011		FY 2012		FY 2013	
	Actual	FTE	Actual	FTE	Budget	FTE	Adopted	FTE
*Administration	2,233,104	4	1,979,967	4	2,275,268	4	2,219,715	4
Water Treatment	1,123,396	11	1,113,654	11	1,265,953	11	1,320,805	11
Water/Sewer Systems	2,188,142	11	2,392,950	11	2,209,023	11	2,511,432	11
Total	5,544,642	26	5,486,571	26	5,750,244	26	6,051,952	26

*\*Administration includes Newport News water agreement charges, and debt service costs*

**Outcomes and Results****Desired Outcome**

Meet or exceed Federal and State drinking water regulations.

Repair major water breaks within 24 hours.

Meet Sanitary Sewer Overflow (SSO) consent order requirements.

**Results**

Water Plant met all Federal & State drinking water regulations.

All 6" or larger breaks were repaired within 24 hours.

All mandated deadlines have been met to date.

Public Utilities Cost Centers:Administration

	FY 2010	FY 2011	FY 2012	FY 2013
Expenditures	Actual	Actual	Budget	Adopted
Personnel	295,445	299,300	431,768	422,369
Operating	21,852	22,565	27,000	26,600
Capital Outlay ( <i>including debt service</i> )	1,915,807	1,658,101	1,816,500	1,770,746
Total	2,233,104	1,979,966	2,275,268	2,219,715

Staffing

Director of Public Utilities	1	1	1	1
Project Engineer	1	1	1	1
Civil Engineer	1	1	1	1
Administrative Secretary	1	1	1	1
Total	4	4	4	4

Performance Trends and Targets

Performance Measures	FY 2010	FY 2011	FY 2012	FY 2013
	Actual	Actual	Projected	Target
# of residential connections	3,551	3,623	3,600	3,650
Average gals of water consumed per residential connection per day	155	170	165	<165
Average water bill per residential connection (quarterly)	\$61.14	\$69.11	2.5% increase	6% increase
Availability fees collected	\$303,435	\$331,500	\$160,000	>\$160,000
Water sales	\$3,780,549	\$4,140,893	\$4,151,250	\$4,100,000

Water Treatment

	FY 2010	FY 2011	FY 2012	FY 2013
Expenditures	Actual	Actual	Budget	Adopted
Personnel	622,625	654,569	681,523	736,375
Operating	495,879	451,532	566,930	566,930
Capital Outlay	4,892	7,553	17,500	17,500
Total	1,123,396	1,113,654	1,265,953	1,320,805

Staffing

Superintendent	1	1	1	1
Chief Operator	1	1	1	1
Senior Operator	3	3	3	3
Operators	6	6	6	6
Total	11	11	11	11

Performance Trends and Targets

Performance Measures	FY 2010 Actual	FY 2011 Actual	FY 2012 Projected	FY 2013 Target
Total gallons of water treated (in thousands)	1,071,000	1,036,000	>1,000,000	>1,000,000
Rainfall for year in inches	56.6	41.1	45.0	45.0
Meet Federal & State drinking water regulations	✓	✓	✓	✓
Ave. daily water consumed (1,000's gal)	2,762	2,887	2,900	<3,000
Peak day treatment (1,000's gal)	4,442,000	4,587,000	4,500,000	4,500,000
Minimum day treatment (1,000's gal)	2,041,000	1,888,000	2,000,000	2,000,000
Reservoir level (lowest level)	+5.5	-5.0	>-5.0	>-5.0

Water & Sewer Systems

Expenditures	FY 2010	FY 2011	FY 2012	FY 2013
	Actual	Actual	Budget	Adopted
Personnel	606,565	616,570	670,023	674,432
Operating	1,570,297	1,765,809	1,498,200	1,796,200
Capital Outlay	11,280	10,571	40,800	40,800
Total	2,188,142	2,392,950	2,209,023	2,511,432

Staffing

	1	1	1	1
Superintendent	1	1	1	1
Program Manager	1	1	1	1
Supervisor	1	1	1	1
Municipal Service Workers	8	8	8	8
Total	11	11	11	11

Performance Trends and Targets

Performance Measures	FY 2010	FY 2011	FY 2012	FY 2013
	Actual	Actual	Projected	Target
# of water leaks repaired	40	32	40	40
MISS UTILITY tickets serviced	3,199	3,012	3,925	3,925
# sewer backups	80	65	65	<60



## City of Williamsburg Fiscal Year 2013 Adopted Budget

## Budget Summaries

### INTRODUCTION

The Summary Section provides an overview of all budgeted funds for the upcoming year. These include the General Fund, Sales Tax Fund (which provides for general capital improvements), Public Assistance Fund, and the Utility Fund (which also includes capital improvements).

Revenues and expenditures/expenses are categorized by type, in accordance with recommended standard formats of the Government Finance Officers Association, enabling consistency and comparability between all forms of local government.

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**Budget Summaries****CITY OF WILLIAMSBURG****ALL FUNDS - FISCAL YEAR 2013**

	<u>ACTUAL FY 2011</u>	<u>ESTIMATED FY 2012</u>	<u>ADOPTED FY 2013</u>
<b><u>REVENUES:</u></b>			
GENERAL PROPERTY TAXES	12,854,360	12,380,661	12,304,600
OTHER LOCAL TAXES	17,786,728	18,005,600	18,276,600
LICENSES AND PERMITS	154,108	143,005	141,530
FINES	221,767	200,500	202,500
USE OF MONEY & PROPERTY	650,625	597,950	571,450
CHARGES FOR SERVICES	6,105,142	6,411,200	6,682,700
MISCELLANEOUS	1,242,491	1,468,899	2,376,579
INTERGOVERNMENTAL	<u>4,766,188</u>	<u>5,033,253</u>	<u>5,064,331</u>
TOTAL BEFORE TRANSFERS	43,781,409	44,241,068	45,620,290
TRANSFER FROM (TO) SURPLUS	<u>1,582,061</u>	<u>2,776,198</u>	<u>3,381,436</u>
<b>TOTAL REVENUES</b>	<b><u>45,363,470</u></b>	<b><u>47,017,266</u></b>	<b><u>49,001,726</u></b>
<b><u>EXPENDITURES / EXPENSES:</u></b>			
GENERAL GOV'T ADMINISTRATION	6,250,465	5,052,853	4,250,214
JUDICIAL ADMINISTRATION	405,416	420,000	570,000
PUBLIC SAFETY	9,114,229	10,227,133	9,869,700
PUBLIC WORKS	4,228,636	4,422,270	6,777,369
PUBLIC UTILITIES	5,242,671	6,727,345	7,217,707
HEALTH AND WELFARE	2,895,342	3,262,565	3,231,956
EDUCATION	7,736,481	8,437,320	9,364,130
PARKS, REC., AND CULTURAL	2,037,932	2,626,204	2,278,621
COMMUNITY DEVELOPMENT	4,227,441	4,437,060	4,299,836
DEBT SERVICE	<u>3,224,857</u>	<u>1,404,516</u>	<u>1,142,192</u>
<b>TOTAL EXPENDITURES / EXPENSES</b>	<b><u>45,363,470</u></b>	<b><u>47,017,266</u></b>	<b><u>49,001,726</u></b>

**Budget Summaries**

**CITY OF WILLIAMSBURG**

**BY FUNDS - FISCAL YEAR 2013**

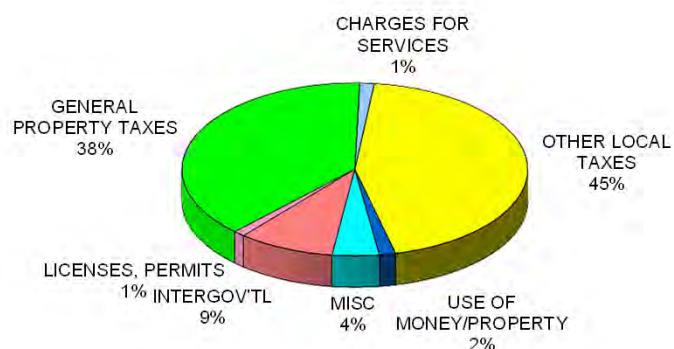
	GENERAL <u>FUND</u>	SALES TAX CAPITAL <u>IMPROVEMENTS</u>	UTILITY <u>FUND *</u>	PUBLIC ASSISTANCE <u>FUND</u>	GRAND <u>TOTAL</u>
<b><u>REVENUES:</u></b>					
GENERAL PROPERTY TAXES	12,304,600	0	0	0	12,304,600
OTHER LOCAL TAXES	14,276,600	4,000,000	0	0	18,276,600
LICENSES AND PERMITS	141,530	0	0	0	141,530
FINES	202,500	0	0	0	202,500
USE OF MONEY & PROPERTY	486,450	75,000	10,000	0	571,450
CHARGES FOR SERVICES	431,700	0	6,251,000	0	6,682,700
MISCELLANEOUS	1,408,579	968,000	0	0	2,376,579
INTERGOVERNMENTAL	<u>2,893,561</u>	<u>150,000</u>	0	<u>1,972,245</u>	<u>5,015,806</u>
TOTAL BEFORE TRANSFERS	32,145,520	5,193,000	6,261,000	1,972,245	45,571,765
TRANSFERS FROM SURPLUS	<u>199,587</u>	<u>1,975,896</u>	<u>1,205,953</u>	<u>48,525</u>	<u>3,429,961</u>
<b>TOTAL</b>	<b><u>32,345.107</u></b>	<b><u>7,168.896</u></b>	<b><u>7,466.953</u></b>	<b><u>2,020.770</u></b>	<b><u>49,001.726</u></b>

**EXPENDITURES / EXPENSES:**

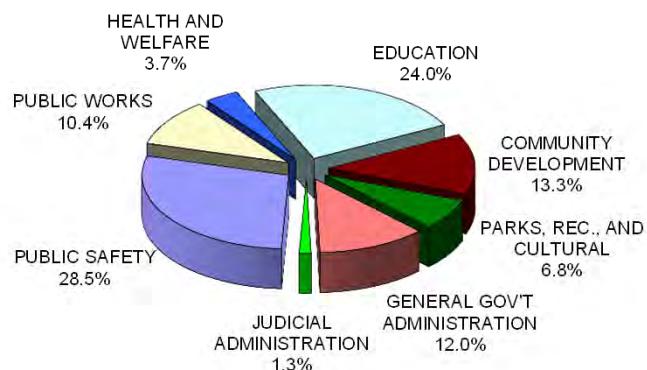
GENERAL GOV'T ADMIN.	3,877,214	373,000	0	0	4,250,214
JUDICIAL ADMINISTRATION	420,000	150,000	0	0	570,000
PUBLIC SAFETY	9,210,700	659,000	0	0	9,869,700
PUBLIC WORKS	3,373,419	3,403,950	0	0	6,777,369
PUBLIC UTILITIES	0	0	7,217,707	0	7,217,707
HEALTH AND WELFARE	1,211,186	0	0	2,020,770	3,231,956
EDUCATION	7,754,130	1,610,000	0	0	9,364,130
PARKS, REC., AND CULTURAL	2,198,621	80,000	0	0	2,278,621
COMMUNITY DEVELOPMENT	4,299,836	0	0	0	4,299,836
DEBT SERVICE	0	<u>892,946</u>	<u>249,246</u>	0	<u>1,142,192</u>
<b>TOTAL</b>	<b><u>32,345.107</u></b>	<b><u>7,168.896</u></b>	<b><u>7,466.953</u></b>	<b><u>2,020.770</u></b>	<b><u>49,001.726</u></b>

\* Includes Utility Fund Capital Projects

REVENUES



EXPENDITURES



**Budget Summaries**

**CITY OF WILLIAMSBURG**

**GENERAL FUND - FISCAL YEAR 2013**

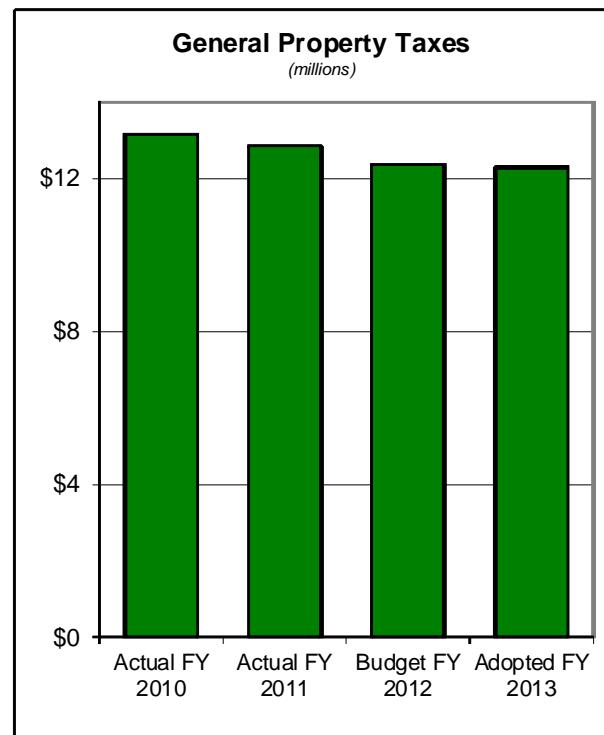
	ACTUAL FY 2010	ACTUAL FY 2011	BUDGETED FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
<b><u>REVENUES:</u></b>					
GENERAL PROPERTY TAXES	13,153,714	12,854,360	12,355,150	12,380,661	12,304,600
OTHER LOCAL TAXES	13,336,980	13,823,274	13,920,600	14,005,600	14,276,600
LICENSES AND PERMITS	164,699	154,108	151,930	143,005	141,530
FINES	202,486	221,767	206,000	200,500	202,500
USE OF MONEY & PROPERTY	701,743	536,577	497,950	497,950	486,450
CHARGES FOR SERVICE	390,105	436,181	409,900	425,200	431,700
MISCELLANEOUS	1,321,635	1,242,491	1,322,397	1,303,899	1,408,579
INTERGOVERNMENTAL	<u>2,882,970</u>	<u>2,958,330</u>	<u>2,960,171</u>	<u>2,981,484</u>	<u>2,893,561</u>
TOTAL BEFORE FUND TRANSFERS	32,154,332	32,227,088	31,824,098	31,938,299	32,145,520
TRANSFER FROM (TO) SURPLUS	-1,825,442	-2,345,679	147,591	-320,663	199,587
<b>TOTAL REVENUES</b>	<b><u>30,328,890</u></b>	<b><u>29,881,409</u></b>	<b><u>31,971,689</u></b>	<b><u>31,617,636</u></b>	<b><u>32,345,107</u></b>
<b><u>EXPENDITURES:</u></b>					
GENERAL GOV'T ADMINISTRATION	3,593,872	3,501,077	3,869,652	3,717,853	3,877,214
JUDICIAL ADMINISTRATION	332,736	405,416	420,000	420,000	420,000
PUBLIC SAFETY	8,185,239	8,370,694	9,011,576	8,838,133	9,210,700
PUBLIC WORKS	3,514,739	3,277,902	3,421,592	3,538,270	3,373,419
HEALTH AND WELFARE	1,084,262	1,087,484	1,244,752	1,210,796	1,211,186
EDUCATION	6,923,146	6,991,174	7,338,503	7,337,320	7,754,130
PARKS, REC., AND CULTURAL	2,188,136	2,020,221	2,174,455	2,118,204	2,198,621
COMMUNITY DEVELOPMENT	<u>4,506,760</u>	<u>4,227,441</u>	<u>4,491,159</u>	<u>4,437,060</u>	<u>4,299,836</u>
<b>TOTAL EXPENDITURES</b>	<b><u>30,328,890</u></b>	<b><u>29,881,409</u></b>	<b><u>31,971,689</u></b>	<b><u>31,617,636</u></b>	<b><u>32,345,107</u></b>

## Budget Summaries

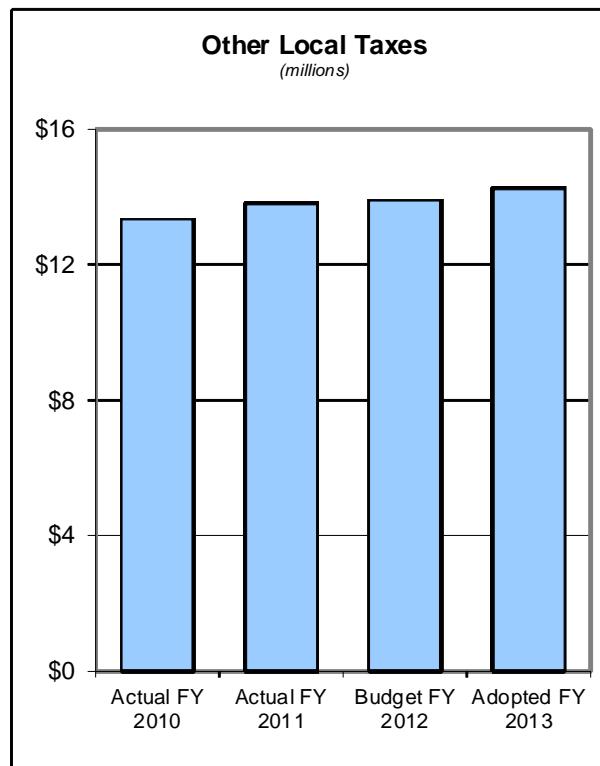
### CITY OF WILLIAMSBURG – GENERAL FUND – FISCAL YEAR 2013

### REVENUE HIGHLIGHTS

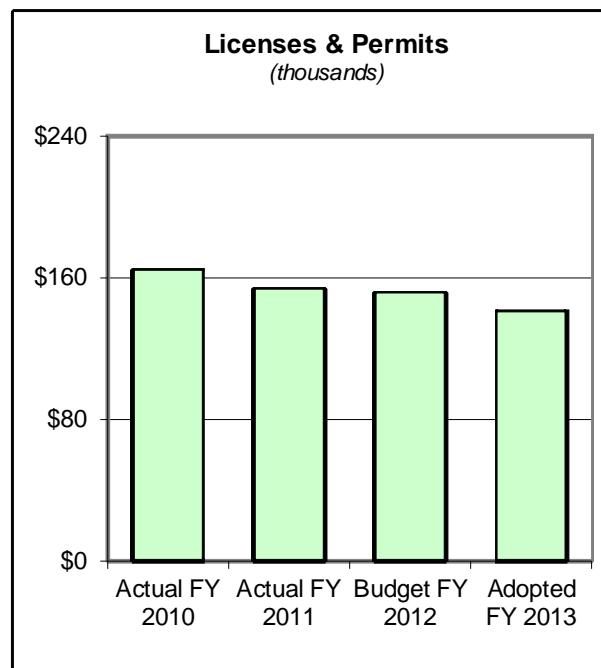
General Property Taxes - All real estate, public service, personal and business property taxes, including penalties and interest, are included. Real estate property reassessments for residential properties are expected to decline about 5%, and commercial values down by 8%, with overall assessments estimated to be down about 6% from last year. The real estate tax rate is recommended to increase from \$.54/\$100 to \$.57/\$100. With no significant new construction, real estate taxes are estimated to be \$9.15 Million for FY 2013. Personal property tax receipts are budgeted at \$2.9 Million, with a proposed increase to \$4/\$100 in the tax rate. Identification of vehicles in the City thru State DMV records continues to improve accuracy of vehicles located in the City, as vehicle decals are no longer required. The tax relief rate for FY2013 personal use vehicles is estimated to be 58%. Total property taxes, including penalties and interest, are expected to increase 2.2% from levels budgeted for FY2012.



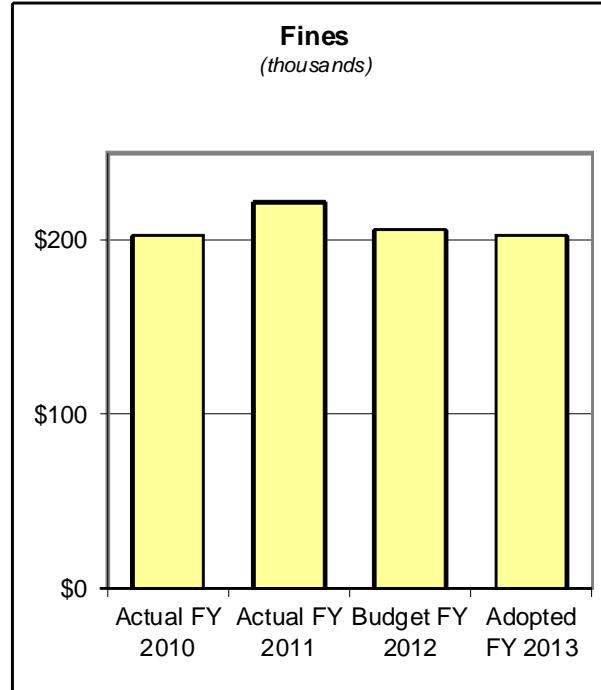
Other Local Taxes - This category consists of consumer utility taxes, communication sales taxes, business and franchise, bank stock, recordation, cigarette, room, meal, and \$2 lodging taxes. Utility taxes are based on residential and commercial usage. Overall, local tax receipts are estimated to increase .8% for FY 2013. Room tax collections are estimated to be \$3.4 Million, level with FY 2011 and estimated FY 2012. Meal taxes are budgeted at \$6.15 Million for FY 2013, up over 4% from collections estimated for FY 2012. The economic recession and its affects on tourism tax collections are discussed in greater detail in the City Manager's Budget Message.



Licenses and Permits - Licenses and permits consist of city-wide on-street parking, building, electrical, plumbing, mechanical, sign, and various inspection fees. The last several years have experienced fluctuations, largely from the High Street Williamsburg, Riverside, and Quarterpath Crossing projects. Receipts were \$154,108 in FY2011, and have declined slightly as building and development activities have leveled off. Receipts for FY 2013 are budgeted at \$141,530.



Fines - Court fines, parking citations, and code violations make up this revenue classification. Court fines are collected by the Clerk of Circuit Court and remitted to the City monthly. Receipts during FY2011 were \$108,047, up slightly from the FY 2010 level of \$107,894. Collections for FY2011 and FY2012 are expected to be fairly level at \$105,000 to \$110,000. Parking fines are for violations in on-street parking areas throughout the City, and revenue for FY2012 and FY2013 is anticipated to remain in the \$95,000 to \$100,000 range.

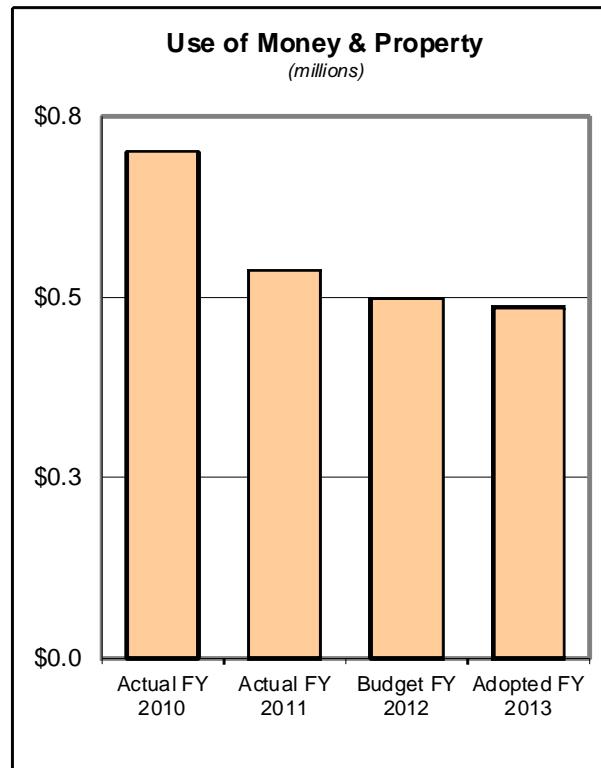


## Budget Summaries

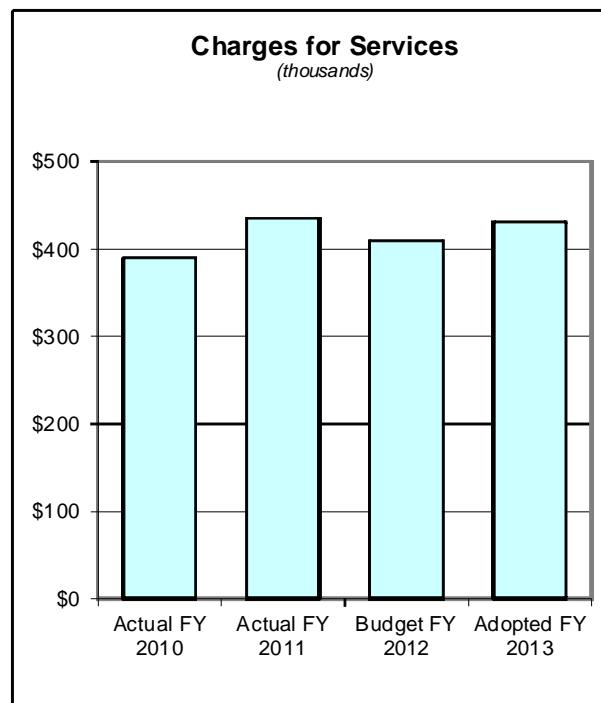
### CITY OF WILLIAMSBURG – GENERAL FUND – FISCAL YEAR 2013

### REVENUE HIGHLIGHTS

Use of Money and Property - Investment interest (pre-FY2010) and rental of city-owned buildings and parking lots generate income in this category. Parking fees from the Prince George Parking Garage were \$248,370 in FY2011 (up 16.8% from FY2010), and expected to be \$240,000 for FY2012 and FY2013. Interest earnings have declined drastically in the past four years due to all-time low interest rates. For comparison, interest earnings for FY2008 were slightly over \$1 Million, and are expected to be \$75,000 during FY 2013, even with no significant change in the level of surplus funds invested. Short-term rates are expected to average less than .3% for FY2013, but may improve if Federal Reserve action is taken. Interest earnings have been budgeted in the Sales Tax Fund since FY 2011. Reserve funds are invested in the State's Local Government Investment Pool, FDIC insured accounts, and fully collateralized certificates of deposits with local banks.

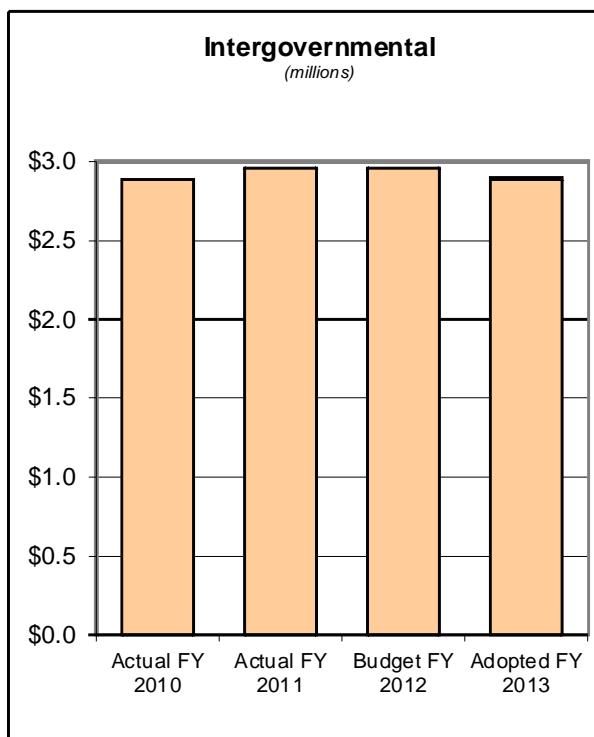
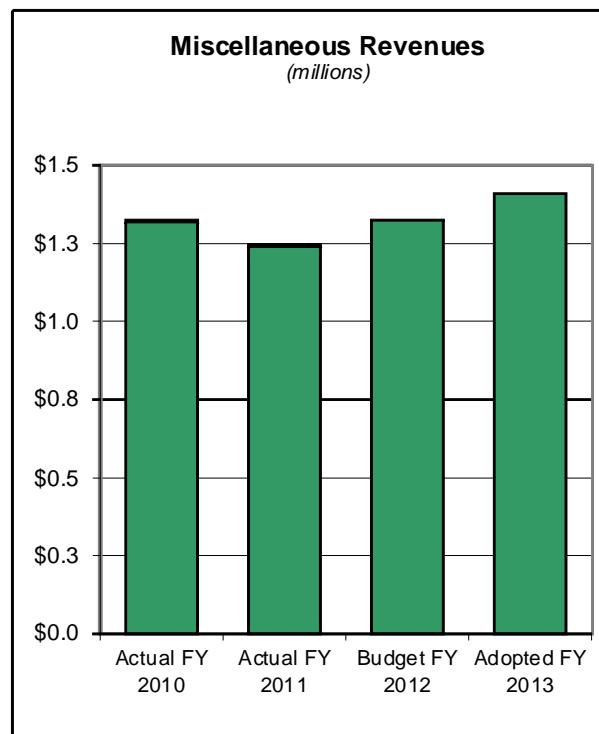


Charges for Services - Charges represent fees for various activities within the City, such as all recreation fees and program revenues, cemetery lots, and grave openings. Entrance fees for Waller Mill Park were imposed during FY 2011, and are expected to generate approximately \$40,000 for FY 2013. Overall charges for services are budgeted at \$431,700 for FY 2013.



Miscellaneous - This category is comprised of various sources, such as payments in lieu of taxes, insurance dividend refunds [from a self-insurance liability pool], Arts Commission reimbursement from James City County, and overhead charges from the Utility Fund. The City's healthcare plan is self-insured and administered by Anthem. Depending on claims experience, either a refund is experienced at the end of the plan year, or a settle-up payment is made to cover any excess of benefit claims over premiums paid. EMS Recovery Fees of \$409,588 were received during FY2011, with anticipated receipts for FY2012 to be \$430,000. A rate increase is recommended for FY 2013, and is expected to generate \$530,000. Also included in the miscellaneous category are public safety overtime reimbursements. The levels of revenues generated in the miscellaneous category can change significantly from year to year.

Intergovernmental - These funds include State reimbursements for expenses incurred for Constitutional Officers, sales taxes designated for education, 599 law enforcement funds, street maintenance, and various other taxes returned to the City. Overall, State reimbursements are estimated to be down by 2.3% from FY2012, mostly from reductions in grantor's taxes and sales taxes for education. Additional lane miles reimbursed by VDOT will generate an additional \$53,000 for FY 2013. 599 funds for law enforcement are expected to remain level with FY 2012 receipts, but could change pending General Assembly action. Funding by the State Compensation Board for the Commissioner of the Revenue, and Treasurer, have been reduced in recent years, and are estimated to remain fairly level with FY 2012 reimbursements. Funding for the Registrar from the State Board of Elections is expected to remain level at \$36,700.

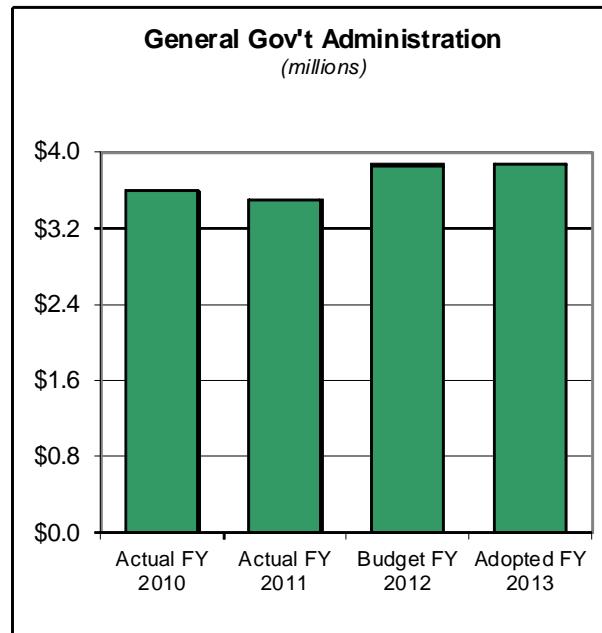


## Budget Summaries

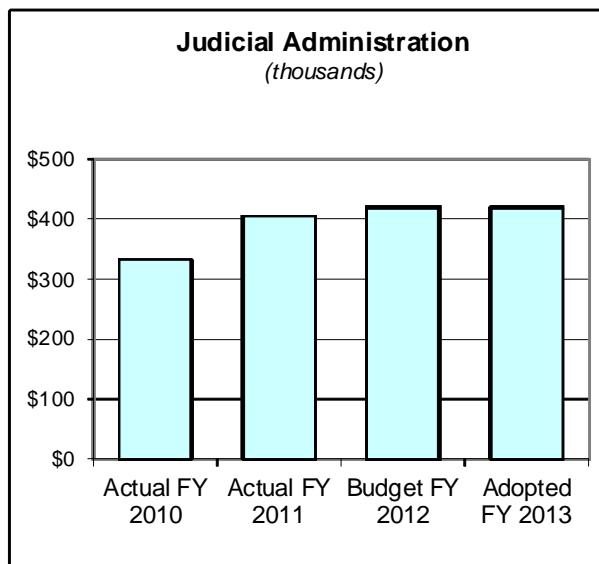
### CITY OF WILLIAMSBURG – GENERAL FUND – FISCAL YEAR 2013

### EXPENDITURE HIGHLIGHTS

General Government Administration - This category is comprised of City Council, Clerk of Council/Communications, City Manager, Human Resources, City Attorney, Commissioner of the Revenue, Assessor, Treasurer, Finance, Vehicle Repair Shop, Electoral Board, Registrar and Information Technology. Expenditures are estimated to be up level with last year. An additional 10% increase in health care costs totaling about \$140,000, is provided for FY2012 in a contingency account, pending renewal of the existing plan with Anthem. Pension costs for the Virginia Retirement System are increasing from 16.44% to 21.29% of payroll, adding about \$350,000 in operating costs to the General Fund for FY 2013.



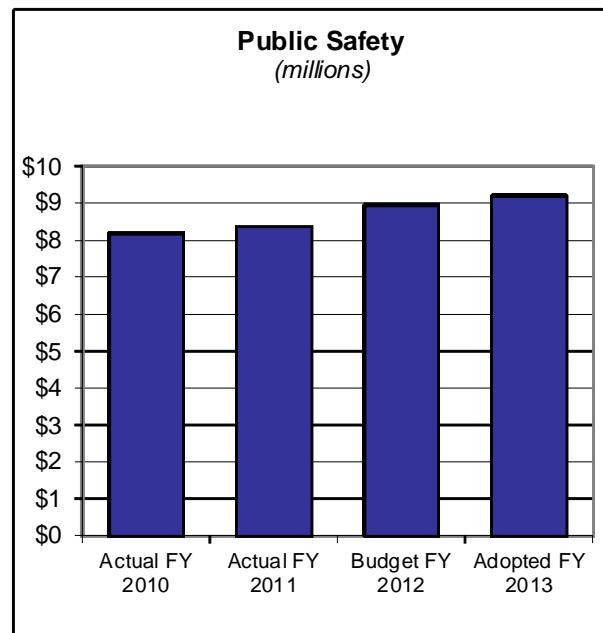
Judicial Administration - Judicial functions are performed by the Circuit Court, General District Court, Juvenile and Domestic Relations Court, Clerk of the Circuit Court, Commonwealth Attorney, 9th District Court Service Unit, and Magistrate. Judicial functions have been performed in the jointly operated Williamsburg-James City County Courthouse since FY 2001. An expanded explanation is included in the "Notes on Funding Relationships" section of the budget guide. Costs are shared with James City County on a population basis each year. Funding at \$420,000 is anticipated for FY2013.



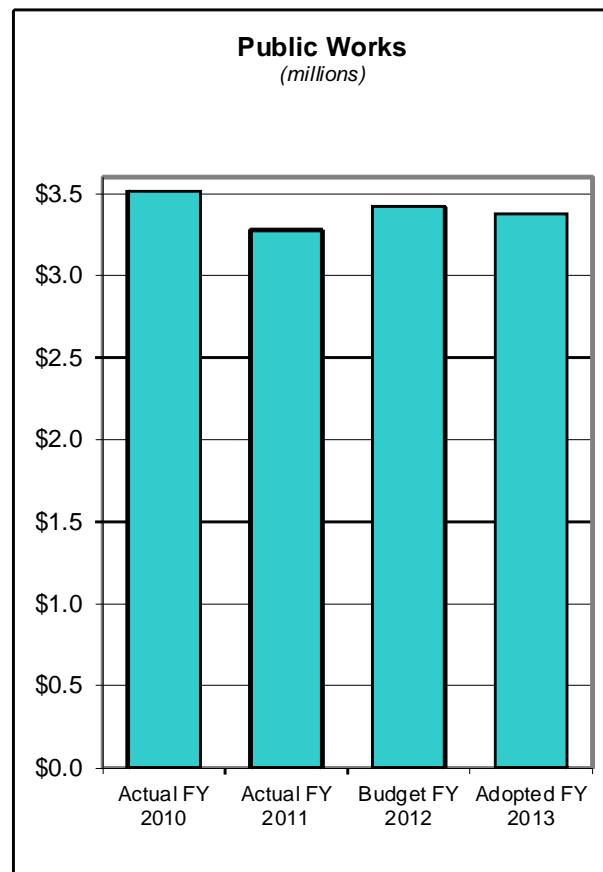
## CITY OF WILLIAMSBURG – GENERAL FUND – FISCAL YEAR 2013

## EXPENDITURE HIGHLIGHTS

Public Safety - Departments included in this classification are Police, Parking Garage, consolidated E-911 Dispatch, Fire, Sheriff, Group Home Commission, Animal Control, Medical Examiner and Emergency Management. The City participates in the VA Peninsula Regional Jail Authority. Jail costs are expected to remain fairly level with FY 2012 costs of \$1.26 Million. Despite the large increase in pension costs for FY 2013, total public safety expenditures will increase by only 1.6% for next year. The City will continue its partnership with the regional E-911 dispatch services operated by York County. Staffing levels remain unchanged for FY 2013.



Public Works – Engineering, Streets, Refuse Collection, Landfill, Municipal Center, Codes Compliance, Rental Properties, Landscaping and Cemetery make up the Public Works section of the budget. Overall costs for FY 2013 are anticipated to be down 1.7%, as most departmental budgets are leaner for FY2013. The City's annual street resurfacing program was transferred to the capital projects fund for FY2011, and remains there. Refuse collection and street department budgets are level, while maintenance for all City-owned buildings will be reduced by 6.3% for FY2013.

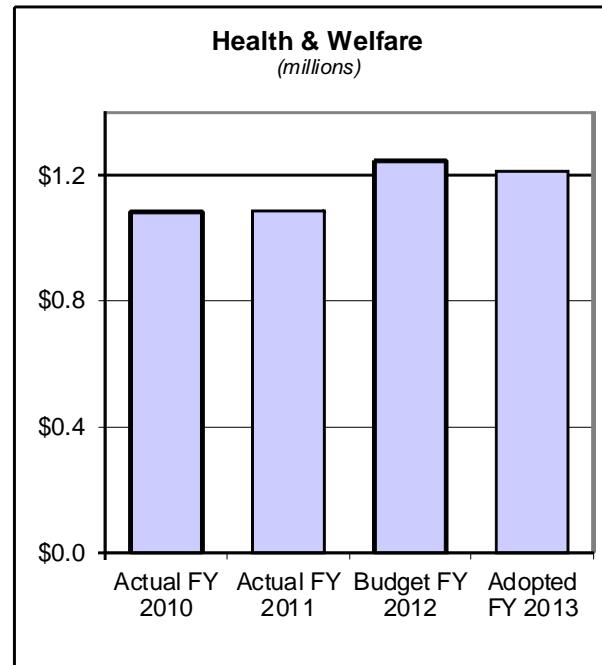


## Budget Summaries

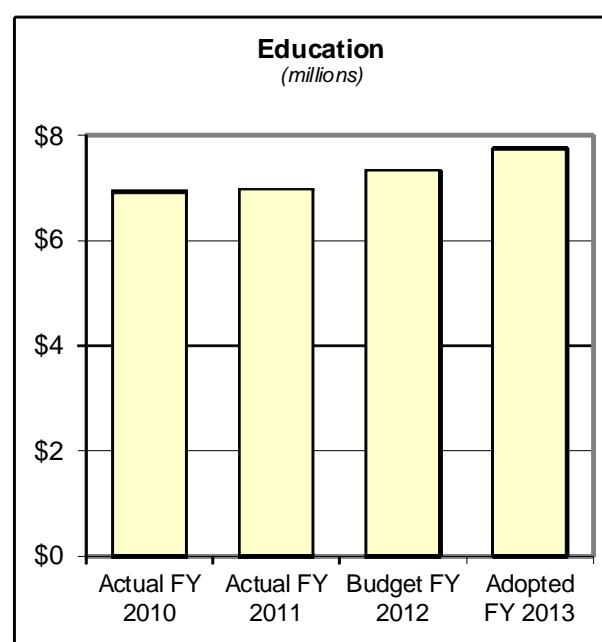
### CITY OF WILLIAMSBURG – GENERAL FUND – FISCAL YEAR 2013

### EXPENDITURE HIGHLIGHTS

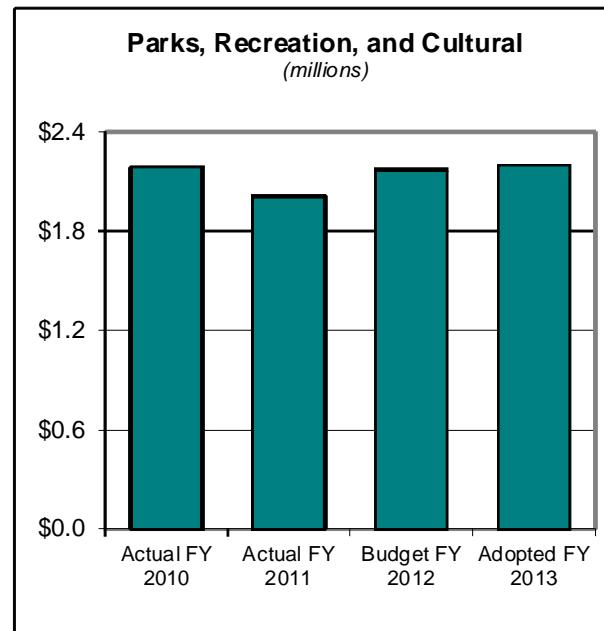
Health and Welfare - This category consists of Health, Mosquito Control, Colonial Services Board, Public Assistance, and Public Assistance Transportation. The Health section budget is for the City's share of contributions to the Peninsula Health Center, Olde Town Medical Center, and the Colonial Behavioral Health, which provides mental health services for the community. Overall, financial support for these agencies is anticipated to be down 7.3% for FY2013, largely from discontinued funding of the former CHIP program administered by Child Development Resources. The City's subsidy of \$772,707 to the Public Assistance Fund is level with last year. Overall, health and welfare costs for FY2013 are estimated to be down 2.7% from last year.



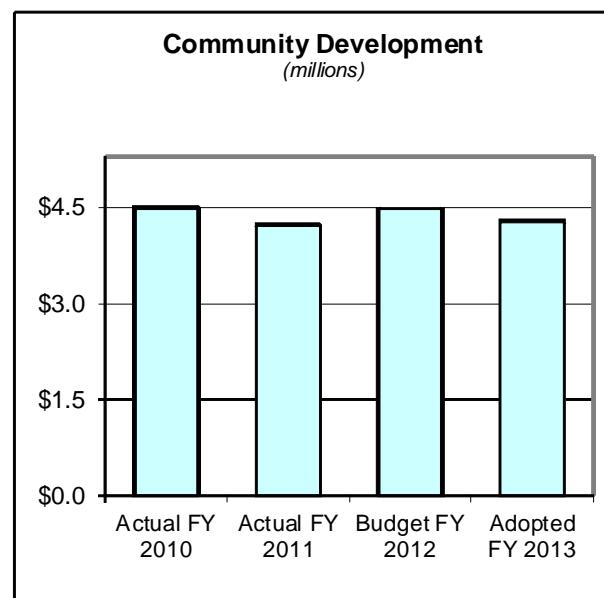
Education - This is the City's annual contribution to the jointly operated Williamsburg-James City County Public School system. The budget message highlights the funding agreement and trends over the last few years. Fiscal Year 2012 was the fifth and final year of a renegotiated contract between the City and James City County. A new five-year contract will be negotiated and implemented to begin July 1, 2012. Education costs for FY2013 are estimated to be \$7.7 Million, based on the current student enrollment, and will be finalized when the joint school contract is finalized. In any event, City funding for the joint school system will ultimately depend on the level of funding provided by James City County.



Parks, Recreation and Cultural - Recreation administration, playgrounds, parks, library, and amounts provided to organizations through the Williamsburg Area Arts Commission are included in this category. Recreation costs are expected to decrease by 1.5% from last year. The City's contribution to the Williamsburg Regional Library, operated jointly with James City County, is \$796,565, up about 2.2% from last year. Arts Commission contributions are expected to remain level at \$120,000 for FY2013. Each year, as funding partner, James City County reimburses the City half the program costs. A \$10,000 State Challenge Grant is also anticipated again in FY2013.



Community Development - This includes contributions to various human service and community & economic development agencies within the City. Also included is the \$2 per night lodging tax, which is collected and remitted monthly to the Williamsburg Area Destination Marketing Committee (WDMAC). This pass-thru funding has been reduced to a more realistic \$1.3 Million, down from the \$1.5 Million in prior years. The operating funds section includes all details of other contributions to various outside agencies. A discussion on major contributions to community and economic development agencies is included in the City Manager's budget message.



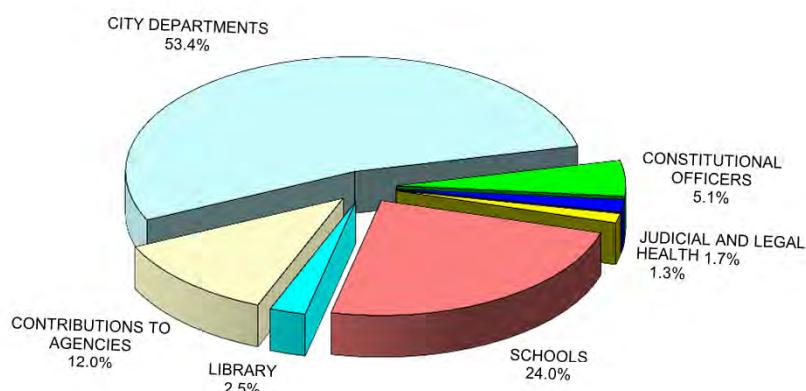
## Budget Summaries

CITY OF WILLIAMSBURG

MAJOR FUNDING CATEGORIES - FISCAL YEAR 2013

	<u>PURPOSE</u>	ACTUAL <u>FY 2010</u>	ACTUAL <u>FY 2011</u>	BUDGETED <u>FY 2012</u>	ADOPTED <u>FY 2013</u>
I	CITY DEPARTMENTS	15,954,102	15,686,847	17,100,715	17,267,089
II	CONSTITUTIONAL OFFICERS	1,515,133	1,552,539	1,656,583	1,634,158
III	JUDICIAL AND LEGAL	456,103	587,486	559,889	559,889
IV	HEALTH	457,923	441,105	461,195	427,629
V	SCHOOLS	6,923,146	6,991,174	7,338,503	7,754,130
VI	LIBRARY	840,727	750,959	781,369	821,506
VII	DEBT SERVICE	0	0	0	0
VIII	CONTRIBUTIONS TO AGENCIES	<u>4,181,756</u>	<u>3,871,299</u>	<u>4,073,435</u>	<u>3,880,706</u>
	TOTAL	<u>30,328,890</u>	<u>29,881,409</u>	<u>31,971,689</u>	<u>32,345,107</u>

\*This table summarizes the funding history and proposed FY2013 budgets for the eight major funding categories of the City. Debt Service is included in the Capital Improvement Program budget.



## Budget Summaries

### CITY OF WILLIAMSBURG

### SUMMARY OF EXPENDITURES - FISCAL YEAR 2013

#### SECTION I

##### CITY DEPARTMENTS

		ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
1101	CITY COUNCIL					
	Personnel	41,338	41,338	41,338	41,338	41,338
	Operating	85,810	88,090	123,300	109,543	127,200
	Capital Outlay	<u>420</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>420</u>
	Total	127,568	129,428	164,638	150,881	168,958
1102	CLERK OF COUNCIL / COMMUNICATIONS					
	Personnel	143,058	145,124	154,802	153,478	160,227
	Operating	13,834	8,220	18,900	5,400	13,400
	Capital Outlay	<u>399</u>	<u>494</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total	157,291	153,838	173,702	158,878	173,627
1201	CITY MANAGER					
	Personnel	424,866	437,526	460,244	456,314	477,534
	Operating	44,370	49,584	53,495	48,938	47,470
	Capital Outlay	<u>259</u>	<u>935</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total	469,495	488,045	513,739	505,252	525,004
1202	NON-DEPARTMENTAL	306,767	241,013	283,033	224,548	379,550
1203	ECONOMIC DEVELOPMENT					
	Personnel	103,658	105,830	112,785	111,716	118,326
	Operating	18,949	17,476	18,900	17,900	17,650
	Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total	122,607	123,306	131,685	129,616	135,976
1204	CITY ATTORNEY					
	Personnel	234,480	164,055	161,089	158,695	165,545
	Operating	17,434	63,474	82,850	86,725	79,900
	Capital Outlay	<u>133</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total	252,047	227,529	243,939	245,420	245,445
1205	HUMAN RESOURCES					
	Personnel	79,099	76,762	84,021	83,916	86,681
	Operating	55,440	54,056	77,900	76,100	14,700
	Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total	134,539	130,818	161,921	160,016	101,381
1210	CITY ASSESSOR					
	Personnel	144,312	145,962	151,014	151,235	158,015
	Operating	15,719	12,914	15,528	14,219	13,666
	Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total	160,031	158,876	166,542	165,454	171,681
1214	DEPT OF FINANCE					
	Personnel	652,919	660,328	680,490	685,181	684,272
	Operating	48,034	52,486	55,205	45,710	45,545
	Capital Outlay	<u>900</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total	701,853	712,814	735,695	730,891	729,817

## Budget Summaries

CITY OF WILLIAMSBURG		SUMMARY OF EXPENDITURES - FISCAL YEAR 2013			
CITY DEPARTMENTS - (Con't)		ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012
					ADOPTED FY 2013
1221	CITY SHOP				
	Personnel	192,301	196,547	199,352	198,421
	Operating	37,761	40,127	40,160	36,357
	Capital Outlay	<u>4,083</u>	<u>2,544</u>	<u>2,000</u>	<u>2,000</u>
	Total	234,145	239,218	241,512	236,778
					244,839
3101	POLICE				
	Personnel	2,855,892	2,848,459	3,058,731	3,012,679
	Operating	410,648	388,157	453,350	404,080
	Capital Outlay	<u>13,586</u>	<u>22,741</u>	<u>9,200</u>	<u>6,000</u>
	Total	3,280,126	3,259,357	3,521,281	3,422,759
					3,624,726
3102	POLICE - E911				
	Personnel	5,085	0	0	0
	Operating	522,848	502,796	512,750	509,244
	Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total	527,933	502,796	512,750	509,244
					526,543
3103	PARKING GARAGE				
	Personnel	59,637	60,439	77,168	73,884
	Operating	49,159	53,734	55,550	53,989
	Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total	108,796	114,173	132,718	127,873
					130,752
3201	FIRE				
	Personnel	2,633,528	2,731,131	2,926,709	2,873,860
	Operating	301,426	293,898	388,190	324,584
	Capital Outlay	<u>48,100</u>	<u>83,572</u>	<u>118,000</u>	<u>110,000</u>
	Total	2,983,054	3,108,601	3,432,899	3,308,444
					3,524,086
3401	CODES COMPLIANCE				
	Personnel	305,408	285,593	312,364	284,030
	Operating	39,449	41,278	53,100	36,350
	Capital Outlay	<u>198</u>	<u>420</u>	<u>400</u>	<u>0</u>
	Total	345,055	327,291	365,864	320,380
					327,912
3501	ANIMAL CONTROL				
	Personnel	0	0	0	0
	Operating	18,000	18,000	19,000	19,000
	Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total	18,000	18,000	19,000	19,000
					18,900
3503	MEDICAL EXAMINER				
	Personnel	0	0	0	0
	Operating	100	140	400	400
	Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total	100	140	400	400
					100

## Budget Summaries

### CITY OF WILLIAMSBURG

### SUMMARY OF EXPENDITURES - FISCAL YEAR 2013

#### CITY DEPARTMENTS - (Con't)

		ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
3505	EMERGENCY MANAGEMENT					
	Personnel	0	0	0	0	0
	Operating	2,321	982	3,890	1,775	2,190
	Capital Outlay	0	0	0	0	0
	Total	2,321	982	3,890	1,775	2,190
4101	ENGINEERING					
	Personnel	220,670	222,401	229,598	227,927	238,400
	Operating	27,272	22,198	29,660	26,393	26,700
	Capital Outlay	140	180	250	250	200
	Total	248,082	244,779	259,508	254,570	265,300
4102	STREETS					
	Personnel	538,894	544,850	565,809	561,225	587,624
	Operating	559,361	452,207	440,050	427,982	426,050
	Capital Outlay	77,864	16,640	31,800	25,000	27,800
	Total	1,176,119	1,013,697	1,037,659	1,014,207	1,041,474
4203	REFUSE COLLECTION					
	Personnel	0	0	0	0	0
	Operating	657,049	647,535	673,250	662,250	673,250
	Capital Outlay	0	0	0	0	0
	Total	657,049	647,535	673,250	662,250	673,250
4307	BUILDINGS-FACILITIES MAINTENANCE					
	Personnel	143,521	137,864	129,208	128,647	134,083
	Operating	295,648	311,659	297,770	283,767	284,870
	Capital Outlay	17,034	29,420	46,400	23,400	24,400
	Total	456,203	478,943	473,378	435,814	443,353
4308	INFORMATION TECHNOLOGY					
	Personnel	263,204	281,618	284,312	284,660	296,293
	Operating	298,947	260,839	320,800	303,300	307,400
	Capital Outlay	9,787	3,771	59,300	55,000	25,500
	Total	571,938	546,228	664,412	642,960	629,193
4309	LANDSCAPING					
	Personnel	345,675	296,719	327,536	325,719	341,275
	Operating	210,832	183,497	186,050	430,157	183,550
	Capital Outlay	1,742	11,907	15,000	14,200	15,000
	Total	558,249	492,123	528,586	770,076	539,825

## Budget Summaries

### CITY OF WILLIAMSBURG

### SUMMARY OF EXPENDITURES - FISCAL YEAR 2013

#### CITY DEPARTMENTS - (Con't)

		ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
5103	MOSQUITO CONTROL					
	Personnel	0	0	0	0	0
	Operating	5,640	5,912	6,450	6,450	6,450
	Capital Outlay	0	0	500	500	500
	Total	5,640	5,912	6,950	6,950	6,950
5302-	PUBLIC ASSISTANCE					
5305	Personnel	0	0	0	0	0
	Operating	620,699	640,467	776,607	742,651	776,607
	Capital Outlay	0	0	0	0	0
	Total	620,699	640,467	776,607	742,651	776,607
7101-	RECREATION					
7104	Personnel	753,218	713,797	767,441	745,226	786,530
	Operating	425,177	397,480	458,345	424,309	431,585
	Capital Outlay	38,234	38,840	47,300	47,300	39,000
	Total	1,216,629	1,150,117	1,273,086	1,216,835	1,257,115
7108	CEMETERY					
	Personnel	50,921	51,637	55,247	54,656	56,031
	Operating	5,061	3,897	9,100	7,317	7,375
	Capital Outlay	0	0	0	0	0
	Total	55,982	55,534	64,347	61,973	63,406
8101	PLANNING					
	Personnel	386,000	394,596	401,924	394,955	423,130
	Operating	69,471	79,523	135,300	89,210	115,500
	Capital Outlay	313	1,168	500	0	500
	Total	455,784	475,287	537,724	484,165	539,130
TOTAL - CITY DEPARTMENTS		ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
	Personnel	10,577,684	10,542,576	11,181,182	11,007,762	11,553,105
	Operating	5,163,226	4,931,639	5,588,883	5,418,648	5,456,864
	Capital Outlay	213,192	212,632	330,650	283,650	257,120
	Total	15,954,102	15,686,847	17,100,715	16,710,060	17,267,089

## Budget Summaries

### CITY OF WILLIAMSBURG

### SUMMARY OF EXPENDITURES - FISCAL YEAR 2013

#### SECTION II

##### CONSTITUTIONAL OFFICERS

		ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
1209	COMM. OF REVENUE					
	Personnel	180,981	183,836	186,085	185,314	193,427
	Operating	11,544	12,184	11,950	10,800	10,360
	Capital Outlay	0	170	0	0	0
	Total	192,525	196,190	198,035	196,114	203,787
1213	TREASURER					
	Personnel	41,956	43,633	49,746	49,617	49,693
	Operating	3,766	3,629	4,000	3,300	2,925
	Capital Outlay	0	0	0	0	0
	Total	45,722	47,262	53,746	52,917	52,618
1301	ELECTORAL BOARD					
	Personnel	8,087	8,157	7,912	7,912	7,912
	Operating	18,065	9,789	31,470	22,550	16,565
	Capital Outlay	0	0	0	0	0
	Total	26,152	17,946	39,382	30,462	24,477
1302	REGISTRAR					
	Personnel	80,136	79,018	80,378	80,199	79,573
	Operating	10,156	9,317	17,294	7,467	11,290
	Capital Outlay	900	231	0	0	0
	Total	91,192	88,566	97,672	87,666	90,863
3301	REGIONAL JAIL					
	Personnel	0	0	0	0	0
	Operating	1,159,542	1,202,575	1,267,749	1,267,749	1,262,414
	Capital Outlay	0	0	0	0	0
	Total	1,159,542	1,202,575	1,267,749	1,267,749	1,262,414
TOTAL - CONST. OFFICERS		ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
	Personnel	311,160	314,644	324,120	323,042	330,604
	Operating	1,203,073	1,237,494	1,332,463	1,311,866	1,303,554
	Capital Outlay	900	401	0	0	0
	Total	1,515,133	1,552,539	1,656,583	1,634,908	1,634,158

## Budget Summaries

**CITY OF WILLIAMSBURG**

**SUMMARY OF EXPENDITURES - FISCAL YEAR 2013**

**SECTION III**

**JUDICIAL ADMINISTRATION**

	ACTUAL <u>FY 2010</u>	ACTUAL <u>FY 2011</u>	BUDGET <u>FY 2012</u>	ESTIMATED <u>FY 2012</u>	ADOPTED <u>FY 2013</u>
<b>2100 JOINT COURTHOUSE</b>					
Personnel	0	0	0	0	0
Operating	332,736	405,416	420,000	420,000	420,000
Capital Outlay	0	0	0	0	0
Total	332,736	405,416	420,000	420,000	420,000
<b>3303 MIDDLE PENINSULA JUVENILE DETENTION COMMISSION</b>					
Personnel	0	0	0	0	0
Operating	47,111	105,814	60,000	120,000	60,000
Capital Outlay	0	0	0	0	0
Total	47,111	105,814	60,000	120,000	60,000
<b>3304 GROUP HOME COMMISSION</b>					
Personnel	0	0	0	0	0
Operating	76,256	76,256	79,889	79,889	79,889
Capital Outlay	0	0	0	0	0
Total	76,256	76,256	79,889	79,889	79,889
<b>TOTAL - JUDICIAL ADMIN.</b>					
	ACTUAL <u>FY 2010</u>	ACTUAL <u>FY 2011</u>	BUDGET <u>FY 2012</u>	ESTIMATED <u>FY 2012</u>	ADOPTED <u>FY 2013</u>
Personnel	0	0	0	0	0
Operating	456,103	587,486	559,889	619,889	559,889
Capital Outlay	0	0	0	0	0
Total	456,103	587,486	559,889	619,889	559,889

## Budget Summaries

### CITY OF WILLIAMSBURG

### SUMMARY OF EXPENDITURES - FISCAL YEAR 2013

#### SECTION IV

##### HEALTH

		ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
5101	HEALTH - AGENCIES					
	Peninsula Health District	109,284	92,466	112,556	112,556	98,339
	Olde Towne Medical Ctr	83,430	83,430	83,430	83,430	83,430
	CHIP	19,349	19,349	19,349	19,349	0
	Colonial Behavioral Heal	<u>245,860</u>	<u>245,860</u>	<u>245,860</u>	<u>245,860</u>	<u>245,860</u>
	Total	457,923	441,105	461,195	461,195	427,629
	Total Health	457,923	441,105	461,195	461,195	427,629

#### SECTION V

##### SCHOOLS

		ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
6101	SCHOOL BOARD					
	Personnel	<u>12,434</u>	<u>11,842</u>	<u>13,025</u>	<u>11,842</u>	<u>11,842</u>
	Total	12,434	11,842	13,025	11,842	11,842
6103	JOINT SCHOOL OPERATIONS					
	Operating	6,910,712	6,979,332	7,325,478	7,325,478	7,742,288
	TOTAL - SCHOOLS	6,923,146	6,991,174	7,338,503	7,337,320	7,754,130

#### SECTION VI

##### LIBRARY

		ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
7302	REGIONAL LIBRARY					
	Operating	20	668	2,000	2,000	2,000
	Operating-Contributions	<u>840,707</u>	<u>750,291</u>	<u>779,369</u>	<u>779,369</u>	<u>819,506</u>
	Total	840,727	750,959	781,369	781,369	821,506

## Budget Summaries

### CITY OF WILLIAMSBURG

### SUMMARY OF EXPENDITURES - FISCAL YEAR 2013

#### SECTION VII

##### DEBT SERVICE

	ACTUAL <u>FY 2010</u>	ACTUAL <u>FY 2011</u>	BUDGET <u>FY 2012</u>	ESTIMATED <u>FY 2012</u>	ADOPTED <u>FY 2013</u>
9301 DEBT SERVICE*					
Principal	0	0	0	0	0
Interest	0	0	0	0	0
Total	0	0	0	0	0

\*Included in Sales Tax Fund

#### SECTION VIII

	ACTUAL <u>FY 2010</u>	ACTUAL <u>FY 2011</u>	BUDGET <u>FY 2012</u>	ESTIMATED <u>FY 2012</u>	ADOPTED <u>FY 2013</u>
CONTRIBUTIONS TO AGENCIES					
Outside Agencies	4,050,976	3,752,154	3,953,435	3,952,895	3,760,706
Arts Commission	<u>130,780</u>	<u>119,145</u>	<u>120,000</u>	<u>120,000</u>	<u>120,000</u>
Total	4,181,756	3,871,299	4,073,435	4,072,895	3,880,706

<u>SUMMARY:</u>	ACTUAL <u>FY 2010</u>	ACTUAL <u>FY 2011</u>	BUDGET <u>FY 2012</u>	ESTIMATED <u>FY 2012</u>	ADOPTED <u>FY 2013</u>
<u>BY MAJOR PROGRAMS:</u>					
CITY DEPARTMENTS	15,954,102	15,686,847	17,100,715	16,710,060	17,267,089
CONST. OFFICERS	1,515,133	1,552,539	1,656,583	1,634,908	1,634,158
JUDICIAL AND LEGAL	456,103	587,486	559,889	619,889	559,889
HEALTH	457,923	441,105	461,195	461,195	427,629
SCHOOLS	6,923,146	6,991,174	7,338,503	7,337,320	7,754,130
LIBRARY	840,727	750,959	781,369	781,369	821,506
CONTRIB.-AGENCIES	<u>4,181,756</u>	<u>3,871,299</u>	<u>4,073,435</u>	<u>4,072,895</u>	<u>3,880,706</u>
TOTAL	<u>30,328,890</u>	<u>29,881,409</u>	<u>31,971,689</u>	<u>31,617,636</u>	<u>32,345,107</u>

##### BY MAJOR FUNCTION:

PERSONNEL	10,901,278	10,869,062	11,518,327	11,342,646	11,895,551
OPERATING	19,213,520	18,799,314	20,122,712	19,991,340	20,192,436
CAPITAL OUTLAY	<u>214,092</u>	<u>213,033</u>	<u>330,650</u>	<u>283,650</u>	<u>257,120</u>
TOTAL	<u>30,328,890</u>	<u>29,881,409</u>	<u>31,971,689</u>	<u>31,617,636</u>	<u>32,345,107</u>

<u>OUTSIDE AGENCIES</u>	ACTUAL FY 2011	ACTUAL FY 2012	REQUESTED FY 2013	ADOPTED FY 2013	% <u>INCREASE</u>
<b><u>HUMAN SERVICES AGENCIES:</u></b>					
AVALON	17,000	18,700	21,000	18,700	0.00%
COMMUNITY ACTION AGENCY	17,585	17,585	17,585	17,585	0.00%
HOSPICE OF WILLIAMSBURG	5,000	5,000	5,000	5,000	0.00%
PENINSULA AGENCY ON AGING	5,000	5,000	5,000	5,000	0.00%
COLONIAL C.A.S.A.	6,300	6,300	6,300	6,300	0.00%
CHILD DEVELOPMENT RESOURCES	0	0	19,349	10,000	n/a
WILLIAMSBURG AIDS NETWORK	1,800	0	5,000	0	n/a
UNITED WAY- INFO. AND REF. SVC.	6,300	6,500	7,000	6,500	0.00%
HISTORIC TRIANGLE SENIOR CENTER	10,000	10,000	10,000	10,000	0.00%
SENIOR SERVICES COALITION	0	0	1,500	0	n/a
PENINSULA CENTER FOR INDEP. LIVING	900	900	900	900	0.00%
BIG BROTHERS / BIG SISTERS	3,000	3,000	0	0	-100.00%
COMMUNITY SVCS. COALITION	5,000	5,000	5,000	5,000	0.00%
PENINS. COMM. ON HOMELESSNESS	2,759	2,759	2,759	2,759	0.00%
LITERACY FOR LIFE	500	500	1,000	500	0.00%
SUB-TOTAL	81,144	81,244	107,393	88,244	<b>8.62%</b>
<b><u>HEALTH AGENCIES</u></b>					
LOCAL HEALTH DEPARTMENT	92,466	112,556	98,339	98,339	-12.63%
OLDE TOWN HEALTH CLINIC	83,430	83,430	83,430	83,430	0.00%
COLONIAL BEHAVIORAL HEALTH	245,860	245,860	255,694	245,860	0.00%
CHIP	19,349	19,349	0	0	-100.00%
SUB-TOTAL	441,105	461,195	437,463	427,629	<b>-7.28%</b>
<b><u>CULTURAL:</u></b>					
ARTS COMMISSION	120,000	120,000	120,000	120,000	0.00%
VA ARTS FESTIVAL	48,750	50,000	55,000	50,000	0.00%
VA SYMPH.-LK. MATOAKA CONCERT	5,000	5,000	5,000	5,000	0.00%
SUB-TOTAL	173,750	175,000	180,000	175,000	<b>0.00%</b>


 Budget Summaries

CITY OF WILLIAMSBURG - FISCAL YEAR 2013

CONTRIBUTIONS TO OUTSIDE AGENCIES

<u>OUTSIDE AGENCIES</u>	ACTUAL FY 2011	ACTUAL FY 2012	REQUESTED FY 2013	ADOPTED FY 2013	% <u>INCREASE</u>
<b><u>COMMUNITY AND ECONOMIC DEVELOPMENT AGENCIES:</u></b>					
COLONIAL WMSBG FOUNDATION	1,273,000	1,300,000	1,300,000	1,300,000	0.00%
CHAMBER & TOURISM ALLIANCE	677,000	650,000	850,000	650,000	0.00%
WMSBG AREA DESTINATION MKTG	1,500,000	1,500,000 *	1,500,000	1,300,000	-13.33%
H.R. PLANNING DISTRICT COMM.	10,612	11,264	10,982	10,982	-2.50%
PEN. COUNCIL FOR WORKFORCE DEV.	5,949	5,949	5,947	5,947	-0.03%
H.R. ECON. DEV. ALLIANCE	11,857	11,857	13,365	11,857	0.00%
TNCC - HAMPTON CAMPUS	9,019	7,892	9,508	7,892	0.00%
TNCC - DISCOVERY CTR LEASE	0	0	3,205	3,205	n/a
TNCC - PWDC LEASE	10,500	10,500	10,500	10,500	0.00%
COLONIAL SOIL & WATER CONSERV.	2,655	2,655	10,100	2,655	0.00%
HAMPTON ROADS PARTNERSHIP	4,900	4,900	4,900	4,900	0.00%
WILLIAMSBURG LAND CONSERVANCY	5,000	5,000	5,000	5,000	0.00%
HERITAGE HUMANE SOCIETY	14,000	14,000	14,500	14,000	0.00%
FARMERS' MARKET	3,800	3,800	3,800	3,800	0.00%
CROSSROADS	2,500	2,500	0	0	0.00%
HISTORIC TRIANGLE COLLABORATIVE	7,000	6,650	6,500	6,500	-2.26%
FEDERAL FACILITIES ALLIANCE	6,479	6,479	7,034	6,479	0.00%
GREATER WMSBG TOURIST INFO CENTE	0	0	13,000	0	n/a
NASA AERONAUTICS SUPPORT TEAM	0	0	5,000	0	n/a
NIGHTINGALE AIR AMBULANCE	0	0	0	0	n/a
GREEN JOBS ALLIANCE	0	0	0	0	n/a
<b>SUB-TOTAL</b>	<b>3,544,271</b>	<b>3,543,446</b>	<b>3,773,341</b>	<b>3,343,717</b>	<b>-5.64%</b>
<b><u>TRANSPORTATION:</u></b>					
WILLIAMSBURG AREA TRANSPORT	265,000	265,000	278,250	265,000	0.00%
N.N. / WMSBG INT. AIRPORT	4,245	4,245	5,627	4,245	0.00%
VIRGINIANS FOR HIGH SPEED RAIL	4,500	4,500	4,500	4,500	0.00%
<b>SUB-TOTAL</b>	<b>273,745</b>	<b>273,745</b>	<b>288,377</b>	<b>273,745</b>	<b>0.00%</b>
<b>TOTAL CONTRIBUTIONS TO AGENCIES</b>	<b>4,514,015</b>	<b>4,534,630</b>	<b>4,786,574</b>	<b>4,308,335</b>	<b>-4.99%</b>

\* All \$2/night Lodging Tax Receipts passed-thru to Williamsburg Area Destination Marketing Committee

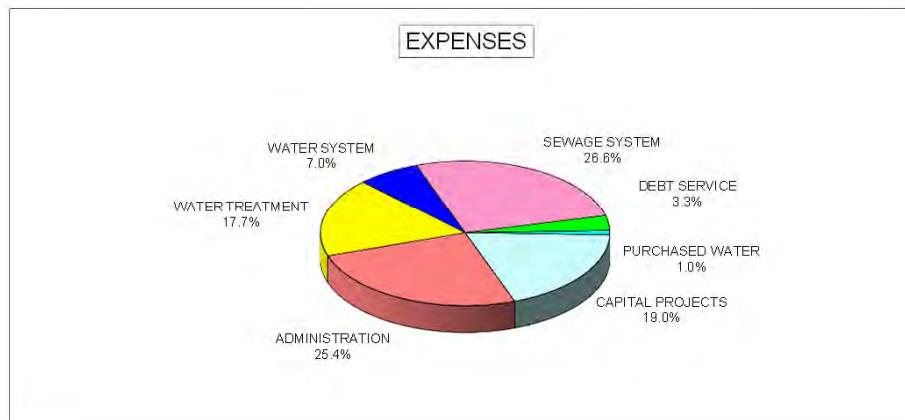
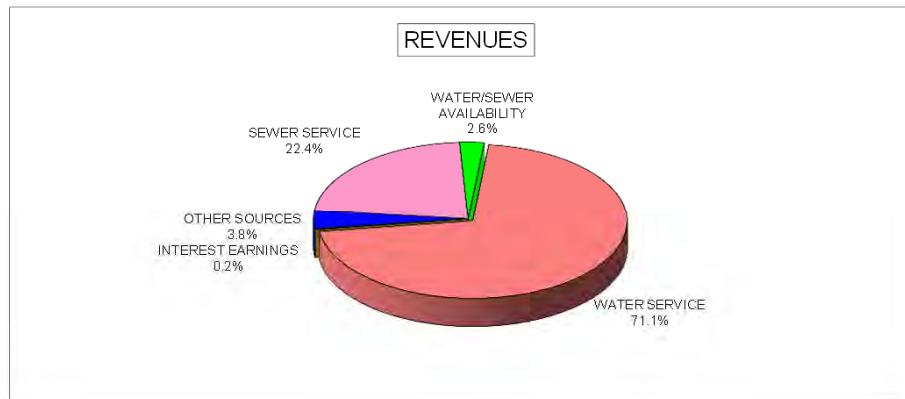


## Budget Summaries

CITY OF WILLIAMSBURG

UTILITY FUND - FISCAL YEAR 2013

	ACTUAL FY 2010	ACTUAL FY 2011	BUDGETED FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
<b><u>REVENUES:</u></b>					
WATER SERVICE	3,780,549	4,140,893	4,151,250	4,200,000	4,452,000
SEWER SERVICE	1,232,000	1,378,041	1,200,000	1,400,000	1,400,000
OTHER SOURCES	352,977	1,793,518	233,000	226,000	239,000
INTEREST EARNINGS	26,248	8,536	10,000	10,000	10,000
WATER & SEWER AVAILABILITY	303,435	331,500	160,000	160,000	160,000
TRANSFERS-OPERATIONS	-224,215	-2,000,000	-4,006	-133,139	-209,047
TRANSFERS-CAPITAL PROJECTS	<u>196,492</u>	<u>1,763,479</u>	<u>1,125,000</u>	<u>1,125,000</u>	<u>1,415,000</u>
TOTAL REVENUE	5,667,486	7,415,967	6,875,244	6,987,861	7,466,953
<b><u>EXPENSES:</u></b>					
ADMINISTRATION	1,734,641	1,671,563	1,925,267	1,874,077	1,895,469
WATER TREATMENT	1,123,396	1,113,654	1,265,953	1,194,853	1,320,805
WATER SYSTEM	560,460	529,345	534,222	534,222	522,077
SEWAGE SYSTEM	1,627,682	1,863,605	1,674,801	1,997,577	1,989,355
DEBT SERVICE	424,815	255,859	275,000	260,516	249,246
SUPPLEMENTAL WATER	0	0	75,000	1,615	75,000
CAPITAL PROJECTS	<u>196,492</u>	<u>1,763,479</u>	<u>1,125,000</u>	<u>1,125,000</u>	<u>1,415,000</u>
TOTAL EXPENSES	5,667,486	7,197,505	6,875,244	6,987,861	7,466,953

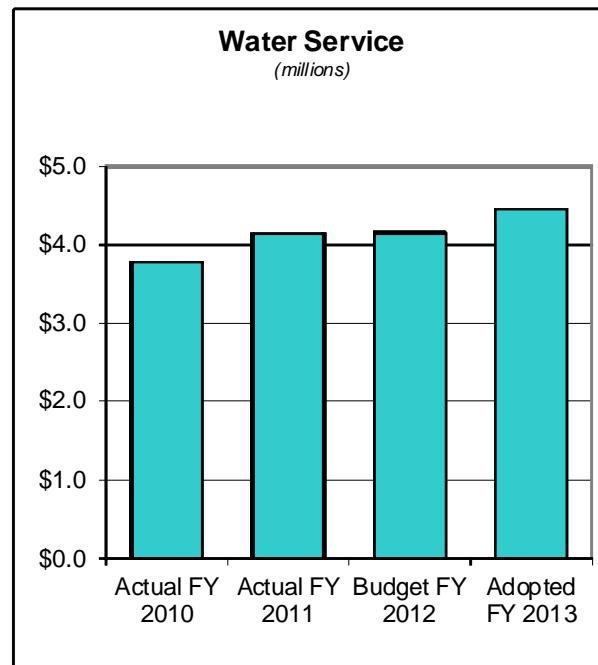


## Budget Summaries

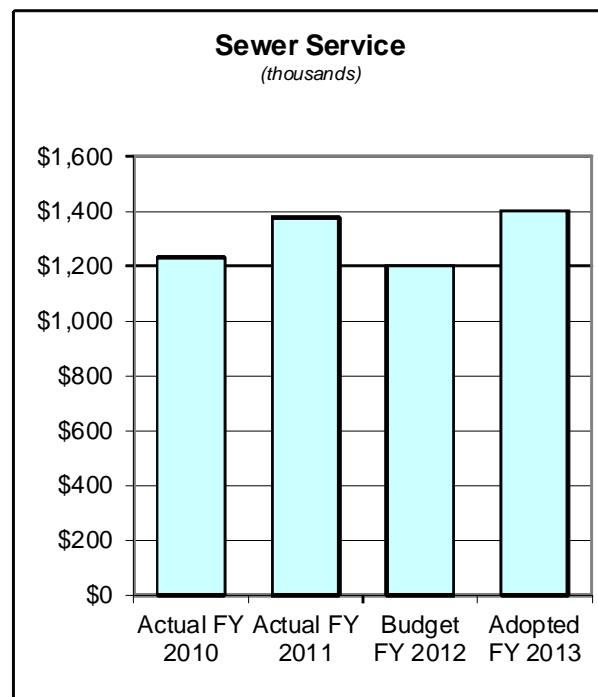
### CITY OF WILLIAMSBURG – UTILITY FUND – FISCAL YEAR 2013

### REVENUE HIGHLIGHTS

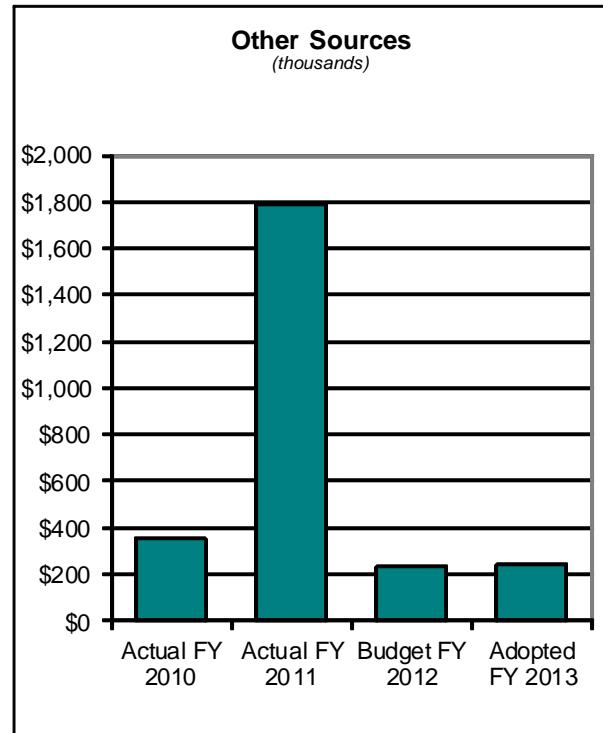
Water Service - The Public Utilities department operates a water distribution system throughout the City. Commercial customers are billed monthly. Residential accounts are split into three sections of the City, each billed quarterly during alternate months to provide a constant cash flow for this Enterprise Fund. An analysis of proposed water rate increases is included in the appendix. Rates have increased for several years to pay debt service for a long-term raw water source to supplement the City's reservoir in times of drought. The agreement with the City of Newport News was signed in April, 2009.



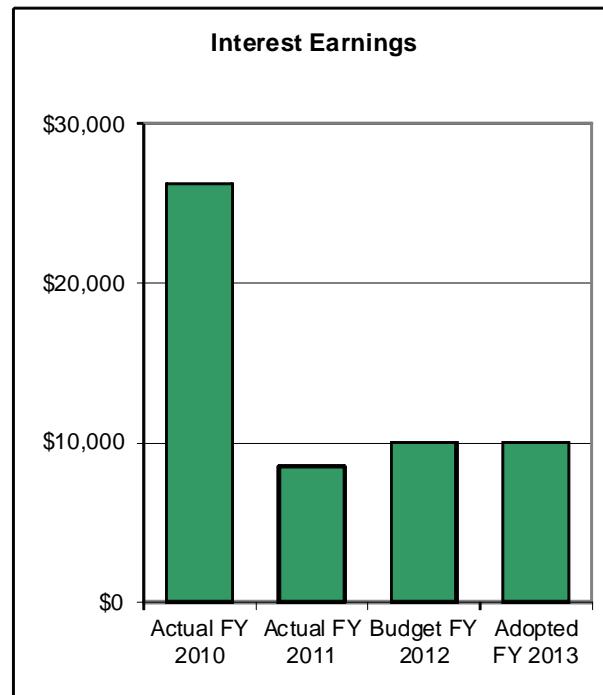
Sewer Service - Sewer lines are maintained by the City, with 14 pump stations collecting and transmitting sewage to the Hampton Roads Sanitation District for treatment. Sewer charges are billed together with water, and both are based on consumption. Sewer charges are collected and paid to HRSD on a contractual basis. The City does not have any control over rates charged by HRSD, and have increased each of the past several years.



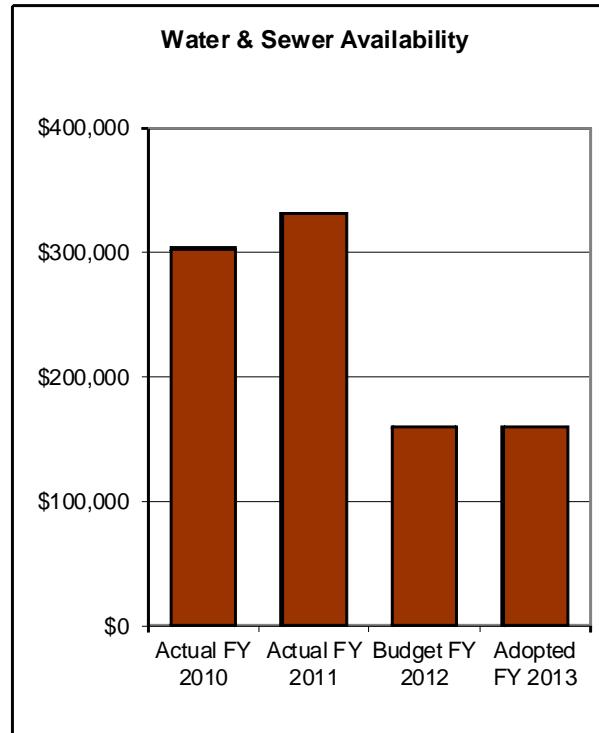
Other Sources - These revenues are made up of penalties, water and sewer connection fees, water tank antenna contracts, and other miscellaneous items. Development in the City dictates the amount of revenues provided by these sources, and is difficult to estimate from year to year. In FY 2011 a \$1.525 Million proffer was received from Riverside Hospital to fund the majority of a new water tank built near the Doctor's Hospital site.



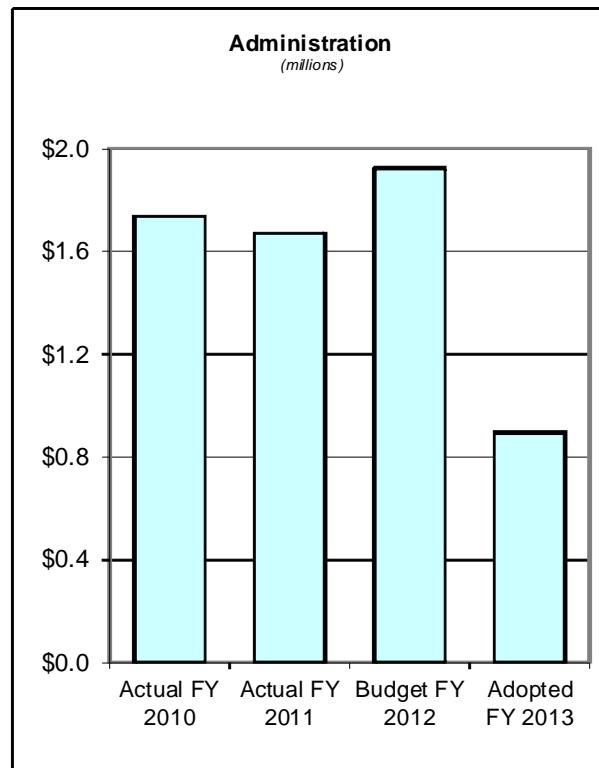
Interest Earnings - Interest earnings in this fund, like any city fund, are a product of idle resources invested under the City's stringent investment policy, and current interest rates. The City has invested exclusively in the State's Local Government Investment Pool for the past several years. Due to the lingering decline in short-term rates, and use of \$2 Million from Utility Fund reserves in 2009 for partial funding of the Newport News Water Agreement, interest earnings have been reduced to a fraction of recent years' levels. The City's Investment Committee members and staff continue to analyze market conditions in order to maximize interest earnings, and make the right decisions, consistent with the investment policy.



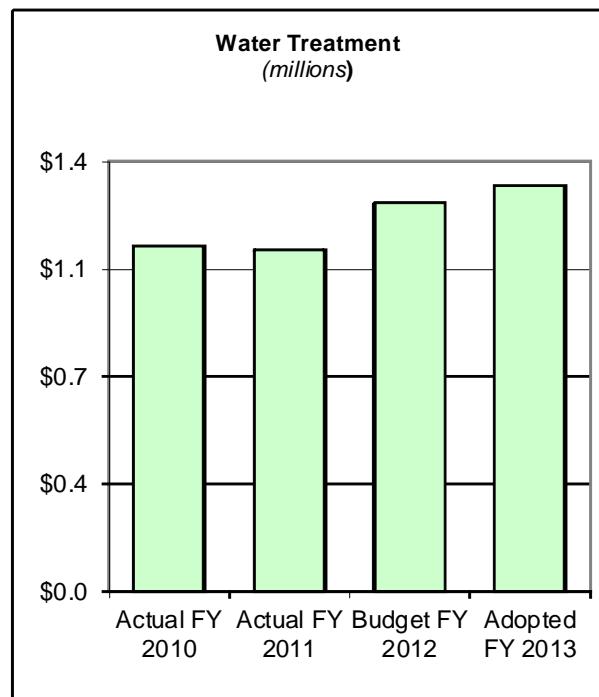
Water & Sewer Availability - Availability fees are charges for a home or business to have access to existing water and sewer lines. Water and sewer connection charges, as discussed previously, are additional charges, based on the cost of constructing connections to a home or business. Availability fees increase as development takes place, and is difficult to estimate each year. Recent declines in building activity are proportional to availability fee revenue, and as reflected in the graph. The budget estimate for FY 2013 is \$160,000.



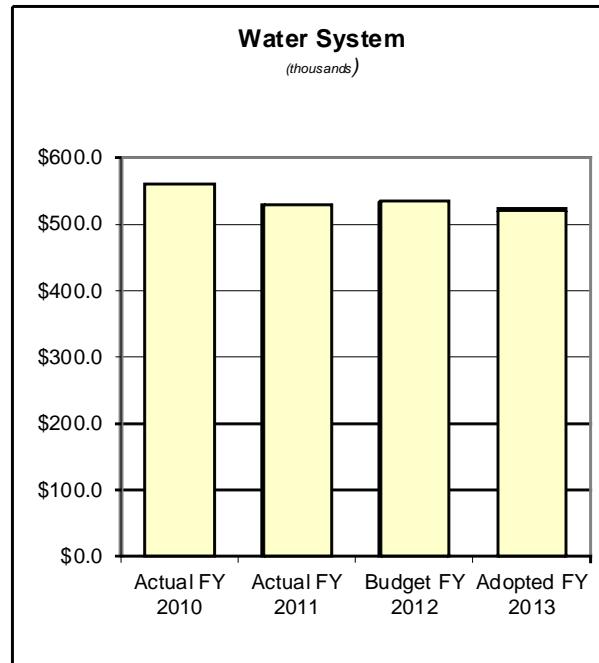
Administration - Administration expenses account for 31% of the total utility fund. Three full-time persons make up the administrative staff of the utility department, with an unfilled position of Utility Engineer frozen for FY2013. Depreciation and overhead expenses have decreased for next fiscal year based on last year's actual amounts. Overhead is reimbursed to the General Fund for all administrative functions performed by the City Manager's office, Engineering, and the Shop on a set percentage basis, as well as the Finance Department for billing, collection, and accounting activities. Depreciation (non-cash expense) of the City's intangible water rights purchased from Newport News is being depreciated over 25 years.



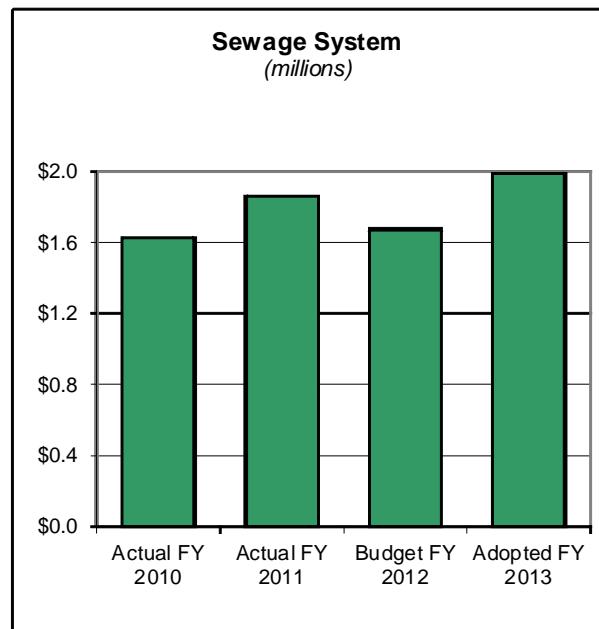
Water Treatment - The City owns and operates its own water filter plant located at Waller Mill Reservoir, in adjacent York County. The plant produces an average of 3.3 million gallons of water daily, and continues to provide safe drinking water to over 4,300 accounts. Expenses for the water treatment plant are estimated to increase about 4% for FY2013, mostly from increases in pension and healthcare costs. Capital expenses required by the water treatment plant are provided for in the Utility Fund Capital Improvement Program.



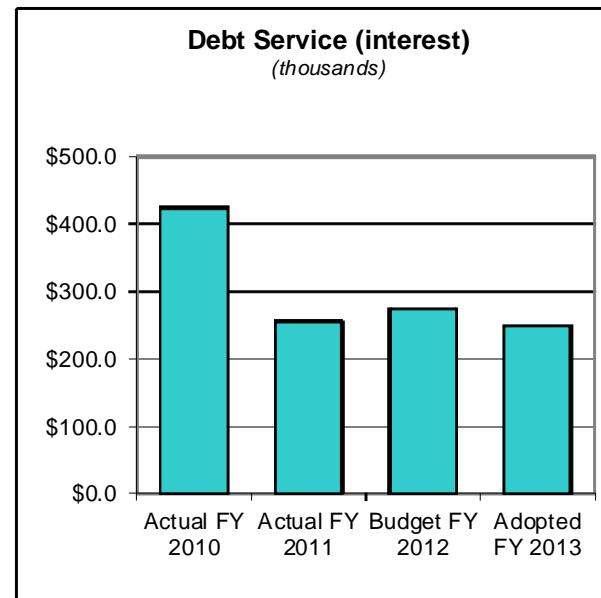
Water System - Water system personnel are responsible for managing the water distribution system, which consists of 60 miles of lines and three water tanks throughout the City, with a fourth tank under construction. Expenses for FY2013 are expected to decrease by 2.2% from last fiscal year, mostly due to recent shifting of employee healthcare options to less-costly plans.



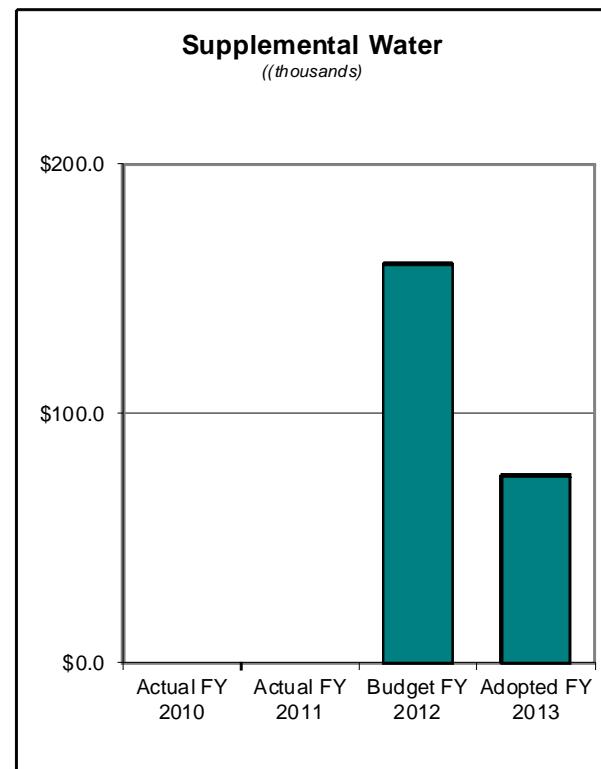
Sewage System - The sewer system includes approximately 50 miles of sewer collection and transmission lines, and 14 pump stations within the City. The sewer system collects and pumps raw sewage to the Hampton Roads Sanitation District (HRSD) for treatment on a contractual basis. Overall, expenses for FY2013 are expected to increase by 18.5%, mostly from a recalculation of pass-thru HRSD sewer fees. Last year's budgeted expense figure was under-estimated,, nevertheless, revenues were turned over to HRSD quarterly throughout FY2012.



**Debt Service** – The remaining debt from the 1997 borrowing for Filter Plant renovations was repaid two years early in 2010 in order to save interest costs. The City borrowed \$10 Million in a bank-qualified loan, and refinanced this debt in October, 2010 to take advantage of historically low long-term interest rates. The City obtained strong bond ratings from Standard & Poor's (AA+) and Moody's (Aa1) as part of this refinancing. Principal payments on bonds are treated as fund liabilities and not budgeted as expenses in this enterprise fund.



**Supplemental Water** - The City pays for supplemental water when the reservoir's water levels are low, especially during drought conditions. Charges for water, if needed and pumped to the City, are based on usage. No water has been purchased since 2003. A minimal amount of \$65,000 is included in the FY2013 budget for supplemental water.



**Budget Summaries**

CITY OF WILLIAMSBURG

PUBLIC ASSISTANCE FUND - FISCAL YEAR 2013

	ACTUAL FY 2010	ACTUAL FY 2011	BUDGETED FY 2012	ADOPTED FY 2013
<b><u>REVENUES:</u></b>				
STATE	442,592	457,332	550,270	572,322
FEDERAL	826,027	715,791	728,792	627,216
MISCELLANEOUS	35,874	47,954	0	0
CITY - GENERAL FUND	580,000	601,751	772,707	772,707
RESERVES	<u>-76,635</u>	<u>-67,191</u>	<u>0</u>	<u>48,525</u>
TOTAL REVENUES	1,807,858	1,755,637	2,051,769	2,020,770
<b><u>EXPENDITURES:</u></b>				
HEALTH AND WELFARE	<u>1,807,858</u>	<u>1,755,637</u>	<u>2,051,769</u>	<u>2,020,770</u>
TOTAL EXPENDITURES	1,807,858	1,755,637	2,051,769	2,020,770

## Budget Summaries

### CITY OF WILLIAMSBURG

### GOVERNMENTAL FUNDS - FISCAL YEAR 2013

#### SCHEDULE OF BUDGETED REVENUES, EXPENSES, AND CHANGES IN FUND BALANCES

	General Fund	Sales Tax Fund (General Capital Improvement Fund)	Public Assistance Fund	Total
Fund Balance June 30, 2011 [audited]	\$33,358,287	-\$6,878,211	\$390,126	\$26,870,202
Estimated Revenues - Fiscal 2012	\$31,938,299	\$4,255,000	\$2,051,769	\$38,245,068
Estimated Expenditures - Fiscal 2012	-\$31,617,636	-\$6,410,000	-\$2,051,769	-\$40,079,405
Estimated Encumbrances - Capital Improvements**	--	-\$430,000	--	-\$430,000
Estimated Fund Balance June 30, 2012	\$33,678,950	-\$9,463,211	\$390,126	\$24,605,865
Estimated Revenues - Fiscal 2013				
General Property Taxes	\$12,304,600	--	--	\$12,304,600
Other Local Taxes	\$14,276,600	\$4,000,000	--	\$18,276,600
Licenses and Permits	\$141,530	--	--	\$141,530
Fines and Forfeitures	\$202,500	--	--	\$202,500
Revenue from Use of Money & Property	\$486,450	\$75,000	--	\$561,450
Charges for Services	\$431,700	--	--	\$431,700
Miscellaneous	\$1,408,579	\$968,000	--	\$2,376,579
Courthouse (contingency)	\$0	\$150,000	--	
Intergovernmental	\$2,893,561	--	\$1,972,245	\$4,865,806
Total Revenues	\$32,145,520	\$5,193,000	\$1,972,245	\$39,160,765
Estimated Expenditures - Fiscal 2013				
General Government Administration	-\$3,877,214	-\$373,000	--	-\$4,250,214
Judicial Administration	-\$420,000	--	--	-\$420,000
Public Safety	-\$9,210,700	-\$659,000	--	-\$9,869,700
Public Works	-\$3,373,419	-\$3,403,950	--	-\$6,777,369
Health and Welfare	-\$1,211,186	--	-\$2,020,770	-\$3,231,956
Education	-\$7,754,130	-\$1,610,000	--	-\$9,364,130
Parks, Recreation, and Cultural	-\$2,198,621	-\$80,000	--	-\$2,278,621
Community Development	-\$4,299,836	--	--	-\$4,299,836
Courthouse (contingency)	--	-\$150,000	--	
Debt Service	--	-\$892,946	--	-\$892,946
Total Expenditures/Expenses	-\$32,345,107	-\$7,168,896	-\$2,020,770	-\$41,384,773
Estimated Fund Balances June 30, 2013	\$33,479,363	-\$11,439,107	\$341,601	\$22,381,857
Estimated General Fund - Fund Balance	\$33,479,363	-\$11,439,107		\$22,040,256
General Fund - % of FY 2013 Operating Revenues				68.6%
General Fund Reserve Policy (% of operating revenues)				35.0%

\* General Fund & Sales Tax Fund are combined in the General Fund in the Comprehensive Annual Financial Report in compliance with generally accepted accounting principals.

\*\*Amounts encumbered include carryover balances for renovation projects of the joint school system.

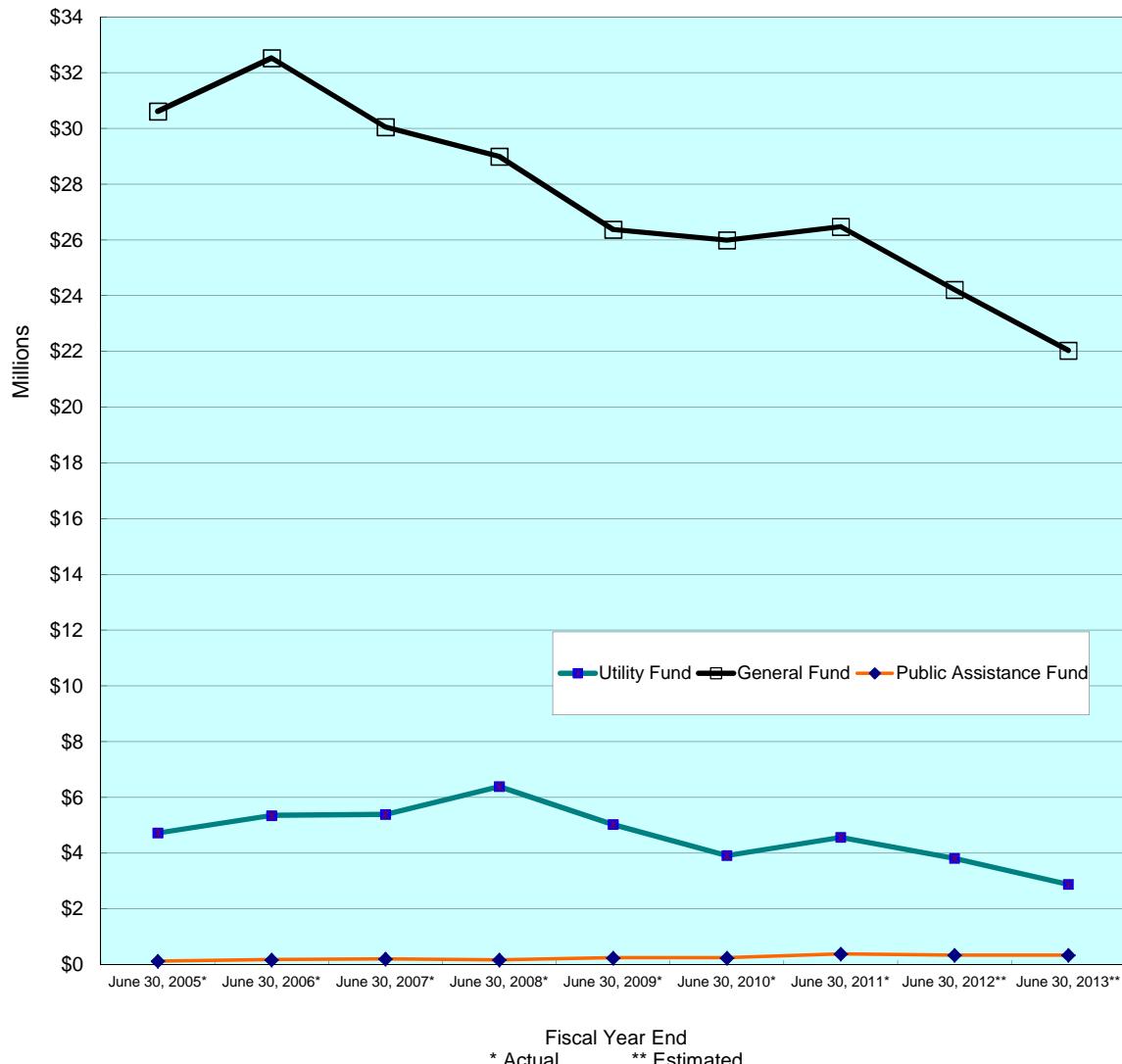
The City budgeted pay-as-you-go for the recent Municipal Building renovation & addition from General Fund reserves during FY 2011 and FY2012. Total General Fund reserves as of June 30, 2011 were \$26,480,076, and are expected to decline to \$24,215,739 at June 30, 2012, a reduction of 8.5%, mostly from continued pay-as-you-go financing of capital project. For FY 2012 capital projects spending will exceed revenues, and will require use of reserves of approximately \$1.8 Million. Total estimated General Fund balance will be approximately \$22.4 Million at June 30, 2013, and will continue to be above City Council's 35% reserve policy.

**Budget Summaries****CITY OF WILLIAMSBURG****UTILITY FUND - FISCAL YEAR 2013****SCHEDULE OF BUDGETED REVENUES, EXPENSES, AND CHANGES IN WORKING CAPITAL**

	<u>Utility Fund</u>
Working Capital-June 30, 2011 [audited]***	\$4,568,565
Estimated Revenues - Fiscal 2012	\$5,996,000
Estimated Expenses - Fiscal 2012	<u>-\$6,987,861</u>
Sub-total Estimated Working Capital - June 30, 2012	\$3,576,704
Less Debt Service Principal Payments	-\$563,537
Add Depreciation Expense (non-cash item)	<u>\$800,000</u>
Estimated Working Capital June 30, 2012	\$3,813,167
Estimated Revenues - Fiscal 2013	
Revenue from Use of Money & Property	\$10,000
Charges for Services	<u>\$6,251,000</u>
Total Revenues	<u>\$6,261,000</u>
Estimated Expenses - Fiscal 2013	
Public Utilities - Operations	-\$6,051,953
Capital Projects	<u>-\$1,415,000</u>
Total Expenditures/Expenses	<u>-\$7,466,953</u>
Subtotal Working Capital June 30, 2013	\$2,607,214
Less Debt Service Principal Payments	-\$567,905
Add Depreciation Expense (non-cash item)	<u>\$845,000</u>
Estimated Working Capital - June 30, 2013	\$2,884,309

\*\*\*Working capital is the excess of current assets over current liabilities-approximates cash.

Estimated Changes in Fund Balances / Working Capital  
Fiscal Years 2005-2013



General Fund includes the City's Sales Tax CIP

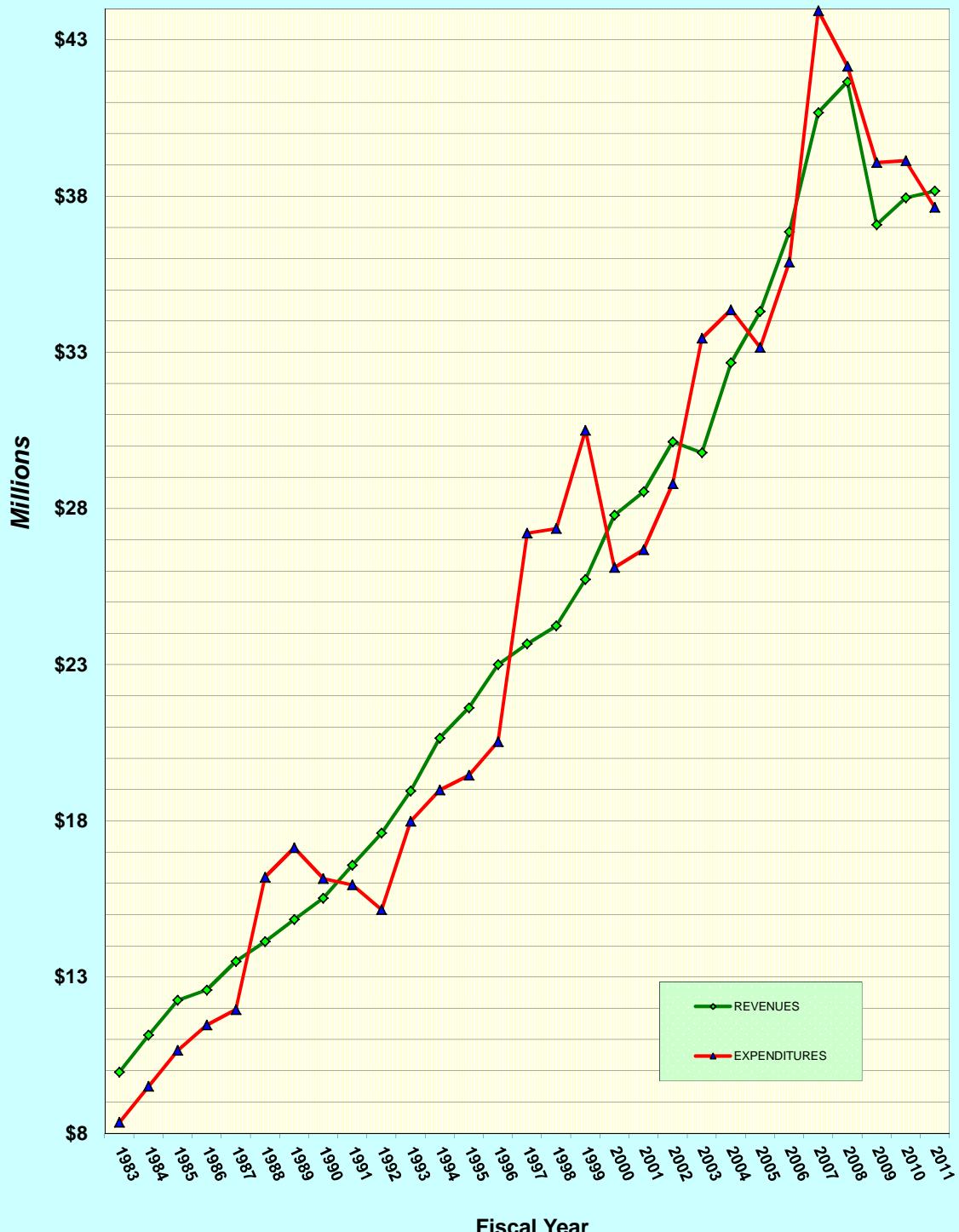
A trend analysis of the City's governmental funds operations shows how cycles of saving and spending have balanced over time to maintain adequate cash reserves:

- 1982-89 Although revenues kept rising 5% per year, the use of accumulated reserves were necessary to fund completion of major road repairs, a new municipal building, and a long list of other projects city-wide between 1988 and 1989.
- 1990-92 These years brought an overall revenue growth rate of 5.9%, while experiencing a cut in spending averaging 4% for the three-year period. This was again brought on by deferring capital projects. This period also brought about increases in fund balances totaling \$2.46 million.
- 1993-94 Capital projects completed in 1993 brought overall spending to \$18 million, an 18% increase over 1992. Because spending was held in check while revenues were increasing in prior years, accumulated reserves were available to finance these projects.
- 1995-96 Conservative spending combined with a strong local tourist economy provided the City with total fund balances in excess of \$17 million at June 30, 1996. These reserves enabled completion of necessary capital projects during the following few fiscal years.
- 1997-98 In an effort to maintain prudent reserve levels, \$8 million in bank qualified borrowing was used to fund the renovation of Matthew Whaley School and the Library. In addition construction began on the Municipal Center Plaza, joint Courthouse, and the water treatment plant. Capital spending and commitments totaled \$22.26 million for these projects with completion in June, 1999. Total general fund expenditures outpaced revenues by \$6.2 million during this two-year period.
- 1999-2000 The City Square Green and Plaza and the joint Courthouse were completed. Total capital spending was \$14.2 million over this two year period, ending with reserves of \$14.9 million.
- 2001 The Quarterpath Rec. Center expansion was well underway. Stormwater, street construction projects, and other public works improvements were completed. General Fund reserves increased to \$17.3 Million. Utility Fund working capital also increased by \$1 Million to \$4.8 Million, largely again with the delay of capital projects.
- 2002 The Quarterpath Recreation Center expansion was completed, the Prince George Parking Garage (PGPG) was approved and site work began, and the Williamsburg Transportation Center was renovated. General Fund reserves increased by \$8.6 Million, largely by borrowing \$7.5 Million to finance the parking garage.
- 2003 Underground wiring for the Richmond Road improvement project, property acquisitions for the City's economic development plans, and continued construction of the parking garage were the major capital projects for FY 2003. General Fund reserves decreased overall by \$3.5 Million, to \$22.4 Million during the year.

**GOVERNMENTAL FUNDS****REVENUE / EXPENDITURE TRENDS - 1982-2011**

<u>2003</u>	Underground wiring for the Richmond Road improvement project, property acquisitions for the City's economic development plans, and continued construction of the parking garage were the major capital projects for FY 2003. General Fund reserves decreased overall by \$3.5 Million, to \$22.4 Million during the year.
<u>2004</u>	Parking garage was completed and operating in March, 2004. Prince George streetscape project was nearing completion at fiscal year end. Additional property was acquired for the Treyburn Drive extension. General Fund reserves decreased by \$1.5 Million, to \$20.9 Million during the year.
<u>2005</u>	Revenues exceeded spending in Fiscal Year 2005 as the preparation for expensive capital projects – such as the Richmond Road reconstruction and the Treyburn Drive extension – continued. Underground wiring continued along Monticello Avenue. Bonds were issued for \$8.5 Million to pay for the 3 <sup>rd</sup> High School and refinance the Parking Garage, and as a result, General Fund reserves increased by \$9.7 Million to \$30.6 Million.
<u>2006</u>	Capital projects totaling \$4.4 Million were completed in FY 2006. Construction on Richmond Road and Treyburn Drive was well underway at year end, underground wiring was completed on Monticello Avenue, and construction began on Warhill High and Matoaka Elementary Schools. General Fund reserves increased \$1.9 Million to \$32.5 Million.
<u>2007</u>	Treyburn Drive, Richmond Road, and Redoubt Park projects were completed. Major roof replacements were undertaken at the Police, Fire, and Library buildings. Warhill High and Matoaka Elementary schools were almost completed. General Fund reserves decreased from \$32.5 Million to \$30.2 Million.
<u>2008</u>	Capital spending in FY2008 included Quarterpath Road improvements, maintenance on three city bridges, underground wiring projects, and the purchase of a former motel property for economic development. General Fund reserves decreased from \$30.2 Million to \$29.0 Million.
<u>2009</u>	Major FY2009 projects included Kiwanis Park Ballfield improvements, the Emergency Operations Center, and design phase of the renovation and expansion of the Municipal Building. General Fund reserves decreased from \$29.0 Million to \$26.4 Million, well beyond the City's 35% reserve policy.
<u>2010</u>	Projects included emergency restoration work on Merrimac Trail to stabilize the roadway at a cost of \$.6 Million, \$2.7 Million for work completed by June 2010 on the Municipal Building renovation and addition, and school projects costs, including two new schools, at a cost of \$1.5 Million. Fund Balance decreased slightly from \$26.4 Million to \$26.0 Million, with a reserve ratio of 59.2% of revenues for the year.
<u>2011</u>	The Municipal building project was essentially completed, along with school projects, and street resurfacing. Operating budget experienced a \$2.3 Million surplus, and Fund Balance remained at \$26.5 Million, with the reserve ratio at 70.8%.

## Governmental Funds-Actual Revenue/Expenditure Historic Trends



Source: City of Williamsburg Comprehensive Annual Financial Reports

Governmental Funds include General &amp; Special Revenue Funds\*

**CITY OF WILLIAMSBURG**
**GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2013**

<u>ACCOUNT REVENUES</u>	<u>DESCRIPTION</u>	ACTUAL <u>FY 2010</u>	ACTUAL <u>FY 2011</u>	BUDGET <u>FY 2012</u>	ESTIMATED <u>FY 2012</u>	ADOPTED <u>FY 2013</u>
<b><u>REVENUE FROM LOCAL SOURCES:</u></b>						
<b><u>REAL PROPERTY TAXES</u></b>						
001-0110-0101	CURRENT FY 2013 TAXES	10,107,172	9,679,174	9,300,000	9,250,000	9,150,000
001-0110-0102	DELINQUENT TAXES	<u>70,938</u>	<u>171,453</u>	<u>100,000</u>	<u>140,000</u>	<u>130,000</u>
	TOTAL REAL PROPERTY TAXES	10,178,110	9,850,627	9,400,000	9,390,000	9,280,000
<b><u>PUBLIC SERVICES TAXES</u></b>						
001-0110-0201	REAL ESTATE TAXES	308,141	317,727	315,000	316,061	335,000
001-0110-0203	PERSONAL PROPERTY TAXES	<u>448</u>	<u>567</u>	<u>550</u>	<u>0</u>	<u>0</u>
	TOTAL PUBLIC SERVICE TAXES	308,589	318,294	315,550	316,061	335,000
<b><u>PERSONAL PROPERTY TAXES</u></b>						
001-0110-0301	CURRENT FY 2013 TAXES	1,252,875	1,169,859	1,245,000	1,230,000	1,247,500
001-0110-0302	DELINQUENT TAXES	<u>31,508</u>	<u>22,767</u>	<u>30,000</u>	<u>25,000</u>	<u>25,000</u>
	TOTAL PERSONAL PROPERTY TAXES	1,284,383	1,192,626	1,275,000	1,255,000	1,272,500
<b><u>BUSINESS PROPERTY TAXES</u></b>						
001-0110-0401	CURRENT FY 2013 TAXES	1,279,457	1,329,808	1,260,000	1,320,000	1,317,500
001-0110-0402	DELINQUENT TAXES	<u>17,237</u>	<u>21,061</u>	<u>25,000</u>	<u>20,000</u>	<u>20,000</u>
	TOTAL BUSINESS PROPERTY TAXES	1,296,694	1,350,869	1,285,000	1,340,000	1,337,500
<b><u>PENALTIES AND INTEREST ON TAXES</u></b>						
001-0110-0601	PENALTIES - PROPERTY TAXES	34,866	57,337	30,000	30,000	30,000
001-0110-0601A	NON-FILE FEES	10,444	16,356	10,000	10,000	10,000
001-0110-0602	INTEREST- PROPERTY TAXES	15,825	30,581	16,000	16,000	16,000
001-0110-0603	PENALTIES-ROOM AND MEAL TAX	12,557	21,668	13,000	13,000	13,000
001-0110-0604	INTEREST-ROOM AND MEAL TAX	1,830	2,514	1,800	1,800	1,800
001-0110-0605	PENALTIES-BUSINESS LICENSES	9,481	12,083	8,000	8,000	8,000
001-0110-0606	INTEREST-BUSINESS LICENSES	<u>935</u>	<u>1,405</u>	<u>800</u>	<u>800</u>	<u>800</u>
	TOTAL PENALTIES AND INTEREST	85,938	141,944	79,600	79,600	79,600
	<b><u>TOTAL GENERAL PROPERTY TAXES</u></b>	13,153,714	12,854,360	12,355,150	12,380,661	12,304,600
<b><u>OTHER LOCAL TAXES</u></b>						
<b><u>CONSUMER UTILITY TAXES</u></b>						
001-0120-0201	DOMINION POWER	204,673	203,571	200,000	200,000	200,000
001-0120-0202A	COMMUNICATIONS SALES TAX	752,584	748,848	760,000	750,000	750,000
001-0120-0203	VIRGINIA NATURAL GAS	<u>90,121</u>	<u>97,389</u>	<u>90,000</u>	<u>90,000</u>	<u>90,000</u>
	TOTAL CONSUMER UTILITY TAXES	1,047,378	1,049,808	1,050,000	1,040,000	1,040,000
<b><u>BUSINESS LICENSE TAXES (BPOL)</u></b>						
001-0120-0301	CONTRACTING	266,464	182,563	240,000	210,000	210,000
001-0120-0302	RETAIL SALES	657,108	658,799	640,000	640,000	640,000
001-0120-0303	PROFESSIONAL	217,602	217,140	215,000	215,000	215,000
001-0120-0304	REPAIRS & PERSONAL BUSINESS	427,532	435,405	420,000	420,000	420,000
001-0120-0305	WHOLESALE	<u>2,777</u>	<u>3,253</u>	<u>2,600</u>	<u>2,600</u>	<u>2,600</u>
	TOTAL BUSINESS LICENSE TAXES	1,571,483	1,497,160	1,517,600	1,487,600	1,487,600
<b><u>FRANCHISE LICENSE TAXES</u></b>						
001-0120-0401	COX-PEG FEES	0	0	0	11,000	22,000
001-0120-0402	GAS & ELECTRIC	64,906	67,753	65,000	65,000	65,000
001-0120-0403	TELEPHONE	52,843	40,838	45,000	40,000	40,000
001-0120-0404	OTHER	<u>3,500</u>	<u>2,430</u>	<u>3,000</u>	<u>2,000</u>	<u>2,000</u>
	TOTAL FRANCHISE LICENSE TAXES	121,249	111,021	113,000	118,000	129,000

## CITY OF WILLIAMSBURG

## GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2013

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
<b><u>MISCELLANEOUS TAXES</u></b>						
001-0120-0600	BANK STOCK TAXES	167,652	202,189	170,000	200,000	200,000
001-0120-0701	RECORDATION TAXES	136,891	141,452	110,000	110,000	140,000
001-0120-0800	CIGARETTE TAXES	<u>158,460</u>	<u>148,032</u>	<u>160,000</u>	<u>150,000</u>	<u>180,000</u>
	TOTAL MISCELLANEOUS TAXES	463,003	491,673	440,000	460,000	520,000
<b><u>ROOM &amp; MEAL TAXES</u></b>						
001-0121-0000	ROOM TAXES	3,248,789	3,384,922	3,400,000	3,400,000	3,450,000
001-0121-0050	\$2 LODGING TAXES (FOR WADMC)	1,277,760	1,299,244	1,500,000	1,500,000	1,300,000
001-0121-0100	MEAL TAXES	<u>5,607,318</u>	<u>5,989,446</u>	<u>5,900,000</u>	<u>6,000,000</u>	<u>6,350,000</u>
	TOTAL ROOM & MEAL TAXES	10,133,867	10,673,612	10,800,000	10,900,000	11,100,000
	<b>TOTAL - OTHER LOCAL TAXES</b>	<b><u>13,336,980</u></b>	<b><u>13,823,274</u></b>	<b><u>13,920,600</u></b>	<b><u>14,005,600</u></b>	<b><u>14,276,600</u></b>
	<b>TOTAL - ALL TAXES</b>	<b>26,490,694</b>	<b>26,677,634</b>	<b>26,275,750</b>	<b>26,386,261</b>	<b>26,581,200</b>
<b><u>LICENSES AND PERMITS</u></b>						
001-0130-0100	ANIMAL LICENSES (DOG)	2,556	2,257	2,000	2,000	2,000
001-0130-0302	RENTAL INSPECTION FEES	2,550	2,300	8,700	5,000	5,000
001-0130-0303	ON STREET PARKING PERMITS	6,095	6,495	5,400	6,200	6,200
001-0130-0304	LAND USE APPLICATION FEES	0	2,766	2,000	2,000	1,000
001-0130-0305	TRANSFER FEES	679	856	500	500	500
001-0130-0306	ZONING ADVERTISING FEES	1,500	1,200	2,100	2,000	2,000
001-0130-0307	ZONING & SUBDIVISION PERMITS	710	4,690	2,280	2,280	2,000
001-0130-0308	BUILDING PERMITS	46,742	45,546	46,000	45,000	45,000
001-0130-0309	BUILDING INSPECTION FEES	520	360	300	300	300
001-0130-0310	ELECTRICAL PERMITS	14,447	16,355	20,000	18,000	18,000
001-0130-0311	ELECTRICAL INSPECTION FEES	120	0	200	200	200
001-0130-0312	PLUMBING PERMITS	14,033	14,116	20,000	16,000	16,000
001-0130-0313	PLUMBING INSPECTION FEES	40	40	200	40	40
001-0130-0314	MECHANICAL PERMITS	17,601	15,303	15,000	15,000	15,000
001-0130-0314A	MECHANICAL INSPECTION PERMITS	80	0	100	100	100
001-0130-0319	SIGN PERMITS & INSPECTION FEES	3,410	4,125	2,000	2,000	2,000
001-0130-0320	RIGHT OF WAY PERMITS	2,000	2,200	1,500	1,500	1,500
001-0130-0322	ELEVATOR PERMITS	7,495	7,315	3,000	4,000	4,000
001-0130-0323	OCCUPANCY PERMITS	1,200	555	1,100	1,100	1,100
001-0130-0324	EROSION & SEDIMENT CONTROL PERMIT	9,392	6,730	2,500	2,500	2,500
001-0130-0327	SOLICITOR PERMITS	415	255	500	695	500
001-0130-0331	TAXI DRIVER	1,275	975	500	800	800
001-0130-0333	FIRE PREVENTION	930	600	200	400	400
001-0130-0335	FIRE PROTECTION	3,928	3,154	3,900	3,900	3,900
001-0130-0335A	FIRE PROTECTION INSPECTION	40	40	300	40	40
001-0130-0336	REZONING	850	0	1,000	400	400
001-0130-0338	PRECIOUS METAL PERMIT	200	600	200	600	600
001-0130-0340	TOUR GUIDES	6,000	7,100	2,400	2,400	2,400
001-0130-0349	SITE PLAN REVIEW FEES	12,142	3,845	4,000	4,000	4,000
001-0130-0405	GAS PERMITS	7,749	4,330	4,000	4,000	4,000
001-0130-0406	GAS INSPECTION FEES	0	0	50	50	50
	TOTAL LICENSES AND PERMITS	164,699	154,108	151,930	143,005	141,530
<b><u>FINES</u></b>						
001-0140-0101	COURT FINES	107,894	108,047	110,000	105,000	102,000
001-0140-0102	PARKING FINES	93,742	113,345	95,000	95,000	100,000
001-0140-0103	CODE VIOLATIONS	<u>850</u>	<u>375</u>	<u>1,000</u>	<u>500</u>	<u>500</u>
	TOTAL FINES	202,486	221,767	206,000	200,500	202,500

## CITY OF WILLIAMSBURG

## GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2013

ACCOUNT	DESCRIPTION	ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
<b><u>REVENUE FROM USE OF MONEY &amp; PROPERTY</u></b>						
001-0150-0101	INTEREST EARNINGS	207,217	0	0	0	0
001-0150-0201	RENT - GENERAL PROPERTY	18,858	19,185	19,000	19,000	1,200
001-0150-0201A	RENT- LONGHILL PROPERTY	8,946	9,456	9,450	9,450	9,450
001-0150-0201B	RENT- CITY SQUARE - LOTS 1,2,3	44,071	43,340	43,000	43,000	45,000
001-0150-0202	RENT - COMMUNITY BLDG.	40,255	46,641	38,000	38,000	38,000
001-0150-0203	RENT- MUNICIPAL CENTER	13,332	13,732	13,200	13,200	14,500
001-0150-0204	PGPG PARKING FEES	212,492	248,370	240,000	240,000	240,000
001-0150-0205	SALE OF SURPLUS EQUIPMENT	25,319	30,825	9,000	9,000	9,000
001-0150-0207	RENT - TRAIN STATION	123,780	119,720	119,000	119,000	122,000
001-0150-0207A	COMMISSIONS-TRAIN STATION	1,423	1,538	1,300	1,300	1,300
001-0150-0208	RENT - STRYKER BLDG	<u>6,050</u>	<u>3,770</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
	TOTAL- USE OF MONEY & PROPERTY	701,743	536,577	497,950	497,950	486,450
<b><u>CHARGES FOR SERVICES</u></b>						
001-0160-0103	SHERIFF FEES	1,460	1,414	1,350	1,350	1,350
001-0160-0201	COMMONWEALTH ATTORNEY FEES	<u>267</u>	<u>805</u>	<u>250</u>	<u>250</u>	<u>250</u>
	TOTAL CHARGES FOR SERVICES	1,727	2,219	1,600	1,600	1,600
<b><u>CHARGES FOR PARKS &amp; RECREATION</u></b>						
001-0161-0302	SWIMMING POOL FEES	7,989	5,451	6,600	6,400	6,800
001-0161-0303	TENNIS FEES	27,891	32,482	26,000	37,000	38,000
001-0161-0304	WALLER MILL PARK RENTALS	79,938	64,968	60,000	60,000	62,000
001-0161-0304A	WALLER MILL PARK-ENTRANCE FEES	0	41,211	50,000	38,000	40,000
001-0161-0305	VENDING MACHINES-QUARTERPATH	356	409	600	400	400
001-0161-0306	CLASSES	15,022	17,444	15,000	18,000	18,000
001-0161-0307	ATHLETICS	157,526	164,883	160,000	172,000	172,000
001-0161-0308	MISCELLANEOUS	31,667	37,881	30,000	36,000	37,000
001-0161-0309	WALLER MILL DOG PARK FEES	7,491	6,654	6,000	6,400	6,400
001-0161-0310	WALLER MILL PARK PROGRAMS	10,815	8,000	8,000	3,300	3,400
001-0161-0311	WALLER MILL PARK RETAIL SALES	<u>11,802</u>	<u>10,837</u>	<u>9,500</u>	<u>9,500</u>	<u>9,500</u>
	TOTAL CHARGES - PARKS & RECREATI	350,497	390,220	371,700	387,000	393,500
<b><u>CHARGES-PLANNING &amp; COMM. DEVELOPMENT</u></b>						
001-0161-0601	SALE OF MAPS, SURVEYS, ETC	791	1,477	1,000	1,000	1,000
001-0161-0602	SALE OF PUBLICATIONS	840	20	600	600	600
001-0161-0603	SALE OF CEMETERY LOTS	15,200	22,520	16,000	16,000	16,000
001-0161-0604	GRAVE OPENINGS	18,050	14,950	15,000	15,000	15,000
001-0161-0605	GRAVE STONE FOUNDATIONS	<u>3,000</u>	<u>4,775</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
	TOTAL CHARGES-PLAN. & COMM. DEV.	37,881	43,742	36,600	36,600	36,600
<b><u>MISCELLANEOUS</u></b>						
001-0189-0902	PAYMENTS IN LIEU OF TAXES	98,052	96,120	95,000	96,000	96,000
001-0189-0905	EMS RECOVERY FEES	396,546	409,588	430,000	430,000	530,000
001-0189-0916	OTHER	88,232	50,900	30,000	30,000	30,000
001-0189-0919	ROYALTIES	275	121	275	383	275
001-0189-0925	PORT ANNE MTCE FEES	6,122	6,123	6,122	6,304	6,304
001-0189-0930	DEBT SET-OFF ADMIN FEES	0	0	0	<u>212</u>	0
	TOTAL MISCELLANEOUS	589,227	562,852	561,397	562,899	662,579
<b><u>REVENUE FROM THE COMMONWEALTH</u></b>						
<b><u>NON-CATEGORICAL AID</u></b>						
001-0220-0106	TAX ON DEEDS (GRANTORS TAX)	48,165	49,845	83,944	50,000	50,000
001-0220-0107	ROLLING STOCK TAXES	2,900	9,046	9,000	9,000	9,000
001-0220-0108	RENTAL CAR TAXES	<u>16,154</u>	<u>10,604</u>	<u>15,000</u>	<u>15,000</u>	<u>12,000</u>
	TOTAL NON-CATEGORICAL AID	67,219	69,495	107,944	74,000	71,000

## CITY OF WILLIAMSBURG

## GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2013

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
<b><u>SHARED COSTS</u></b>						
001-0230-0300	COMMISSIONER OF THE REVENUE	83,733	69,878	69,200	69,200	69,200
001-0230-0400	TREASURER	18,024	17,333	16,500	16,500	16,500
001-0230-0500	MEDICAL EXAMINER	0	0	200	200	200
001-0230-0600	REGISTRAR / ELECTORAL BOARD	43,044	38,385	36,700	36,700	36,700
	TOTAL SHARED COSTS	144,801	125,596	122,600	122,600	122,600
<b><u>EDUCATION</u></b>						
001-0240-0201	STATE SALES TAX	796,087	827,078	856,098	856,098	772,468
<b><u>OTHER CATEGORICAL AID</u></b>						
001-0240-0401	599 FUNDS	391,496	386,896	373,313	373,313	373,313
001-0240-0402	EMERGENCY PREP. GRANT	25,000	25,000	25,000	25,000	25,000
001-0240-0406	STREET & SIDEWALKS	1,376,050	1,426,219	1,426,216	1,479,180	1,479,180
001-0240-0407	FIRE PROGRAMS	37,342	34,643	31,000	32,293	31,000
001-0240-0408	EMS FUNDS - 4 FOR LIFE	13,915	15,493	14,000	14,000	14,000
001-0240-0411	LITTER PREVENTION & RECYCLING	5,125	5,910	4,000	5,000	5,000
001-0240-0413	FEDERAL GRANTS	0	17,000	0	0	0
001-0240-0415	WIRELESS E-911 FUNDING	25,331	0	0	0	0
001-0240-0425	ASSET FORFEITURE PROCEEDS	604	0	0	0	0
001-0240-0475	HOUSING/CD GRANTS	0	25,000	0	0	0
	TOTAL OTHER CATEGORICAL AID	1,874,863	1,936,161	1,873,529	1,928,786	1,927,493
<b><u>TOTAL REVENUE FROM COMMONWEALTH</u></b>		2,882,970	2,958,330	2,960,171	2,981,484	2,893,561
<b><u>NON-REVENUE RECEIPTS</u></b>						
001-0410-0500	UTILITY FUND-OVERHEAD CHARGES	610,637	547,833	620,000	600,000	600,000
001-0410-0600	ARTS COMMISSION	70,390	65,000	65,000	65,000	65,000
001-0410-0800	OVERTIME / POLICE SERVICES	34,458	41,588	50,000	50,000	55,000
001-0410-0900	OVERTIME / FIRE SERVICES	16,923	25,218	26,000	26,000	26,000
	TOTAL NON-REVENUE RECEIPTS	732,408	679,639	761,000	741,000	746,000
TOTAL OPERATING REVENUES BEFORE TRANSFERS		32,154,332	32,227,088	31,824,098	31,938,299	32,145,520
<b><u>TRANSFERS</u></b>						
001-0510-0103	TRANSFER - FROM (TO) RESERVES	(1,825,442)	(2,345,679)	147,591	(320,663)	199,587
<b><u>TOTAL GENERAL FUND REVENUES</u></b>		<u>30,328,890</u>	<u>29,881,409</u>	<u>31,971,689</u>	<u>31,617,636</u>	<u>32,345,107</u>

## CITY OF WILLIAMSBURG

## GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2013

<u>ACCOUNT EXPENDITURES</u>	<u>DESCRIPTION</u>	ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
<b>CITY COUNCIL</b>						
001-1101-1001	SALARIES	38,400	38,400	38,400	38,400	38,400
001-1101-2001	FICA	2,938	2,938	2,938	2,938	2,938
001-1101-3002	PROFESSIONAL SERVICES - AUDIT	40,500	42,600	45,000	45,000	47,000
001-1101-3006	PRINTING / NEWSLETTER	538	3,903	6,000	4,000	4,000
001-1101-3007	ADVERTISING	1,519	3,777	3,000	3,000	3,000
001-1101-3008	SPECIAL EVENTS	8,899	7,291	33,000	33,000	38,000
001-1101-5201	POSTAGE	77	2,333	2,500	2,000	1,500
001-1101-5307	PUBLIC OFFICIAL LIABILITY	10,991	10,539	11,000	10,104	10,400
001-1101-5401	OFFICE SUPPLIES	1,200	939	1,000	1,000	1,000
001-1101-5413	OTHER OPERATING SUPPLIES	3,774	1,722	4,500	2,000	2,000
001-1101-5501	TRAVEL - MILEAGE	604	0	300	300	300
001-1101-5504	TRAVEL - CONFERENCES	1,925	698	4,000	1,500	3,000
001-1101-5801	DUES & ASSOCIATION MEMBERSHIPS	7,283	7,333	9,000	7,139	8,000
001-1101-5869	MAYOR'S CONTINGENCY	2,600	2,955	4,000	500	3,000
001-1101-5893	NATIONAL CITIZEN SURVEY	5,900	4,000	0	0	6,000
001-1101-7007	ADP EQUIPMENT	420	0	0	0	420
	TOTAL CITY COUNCIL	127,568	129,428	164,638	150,881	168,958
<b>CLERK OF COUNCIL / COMMUNICATION</b>						
001-1102-1001	SALARIES	104,035	104,234	109,406	109,830	115,607
001-1102-2001	FICA	7,917	7,860	7,925	7,925	8,844
001-1102-2002	RETIREMENT [VRS]	15,888	16,863	17,803	17,803	18,646
001-1102-2004	DENTAL	1,128	756	3,500	2,000	0
001-1102-2005	HOSPITALIZATION	13,445	15,107	15,605	15,600	15,600
001-1102-2006	GROUP LIFE INSURANCE	608	287	513	303	1,511
001-1102-2010	WORKERS COMPENSATION	37	17	50	17	20
001-1102-2016	TRAINING	1,281	294	500	500	500
001-1102-3006	ORDINANCES	7,909	6,075	9,000	1,000	7,000
001-1102-5401	OFFICE SUPPLIES	273	186	500	200	300
001-1102-5413	OTHER OPERATING SUPPLIES	186	516	800	400	600
001-1102-5501	TRAVEL - MILEAGE	0	0	200	100	100
001-1102-5504	TRAVEL - CONFERENCES	1,409	799	1,500	500	1,500
001-1102-5801	DUES & ASSOCIATION MEMBERSHIPS	453	350	1,400	700	900
001-1102-5894	PUBLICATION RESOURCES	2,323	0	5,000	2,000	2,500
001-1102-7007	ADP EQUIPMENT	399	494	0	0	0
	TOTAL CLERK OF COUNCIL	157,291	153,838	173,702	158,878	173,627

## CITY OF WILLIAMSBURG

## GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2013

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
<b>CITY MANAGER</b>						
001-1201-1001	SALARIES	300,957	309,991	317,694	318,682	335,330
001-1201-1003	PART-TIME SALARIES	22,645	22,899	25,000	25,000	25,000
001-1201-2001	FICA	21,711	21,564	25,503	25,000	27,565
001-1201-2002	RETIREMENT [VRS]	46,622	50,076	51,639	51,636	54,084
001-1201-2004	DENTAL	3,820	2,545	6,000	4,000	0
001-1201-2005	HOSPITALIZATION	19,958	22,341	23,547	23,544	23,600
001-1201-2006	GROUP LIFE INSURANCE	1,783	853	3,341	880	4,383
001-1201-2010	WORKERS COMPENSATION	320	334	320	372	372
001-1201-2011	CAR ALLOWANCE	7,050	6,923	7,200	7,200	7,200
001-1201-3001	PROFESSIONAL SERVICES-HEALTH	2,730	2,625	4,000	3,000	3,000
001-1201-3006	PRINTING	402	209	1,100	500	500
001-1201-3007	ADVERTISING	93	54	500	500	300
001-1201-5201	POSTAGE	1,300	1,548	1,700	1,500	1,700
001-1201-5203	TELECOMMUNICATION	7,965	8,020	6,000	6,000	5,000
001-1201-5305	MOTOR VEHICLE INSURANCE	899	920	920	848	920
001-1201-5307	PUBLIC OFFICIAL LIABILITY	8,243	7,904	8,500	7,578	7,800
001-1201-5308	GENERAL LIABILITY	203	216	275	212	250
001-1201-5401	OFFICE SUPPLIES	3,661	4,337	4,000	4,000	4,000
001-1201-54083	GAS & OIL	683	348	700	700	700
001-1201-5411	BOOKS & SUBSCRIPTIONS	298	486	500	500	500
001-1201-5413	OTHER OPERATING SUPPLIES	1,530	4,589	5,500	4,000	5,000
001-1201-5501	TRAVEL - MILEAGE	873	596	800	600	800
001-1201-5504	TRAVEL - CONFERENCES	9,142	11,259	12,000	12,000	10,000
001-1201-5801	DUES & ASSOCIATION MEMBERSHIPS	6,348	6,473	7,000	7,000	7,000
001-1201-7002	FURNITURE & FIXTURES	0	606	0	0	0
001-1201-7007	ADP EQUIPMENT	259	329	0	0	0
	TOTAL CITY MANAGER	469,495	488,045	513,739	505,252	525,004
<b>NON-DEPARTMENTAL</b>						
001-1202-5869	CONTINGENCY	209,803	134,860	100,000	50,000	100,000
001-1202-5870	AID TO THE COMMONWEALTH	28,576	36,265	45,000	36,515	34,000
001-1202-5872	CREDIT CARD FEES	12,838	14,338	15,000	15,000	15,000
001-1202-5873	COMPENSATION ALLOWANCE	0	0	0	0	0
001-1202-5873A	HEALTHCARE CONTINGENCY	0	0	0	0	90,000
001-1202-5874	LINE OF DUTY	0	0	17,483	17,483	35,000
001-1202-5875	ECONOMIC DEVELOP. CONTINGENCY	50,000	50,000	100,000	100,000	100,000
001-1202-5891	PERFORMANCE MEASUREMENT	5,550	5,550	5,550	5,550	5,550
	TOTAL NON-DEPARTMENTAL	306,767	241,013	283,033	224,548	379,550
<b>ECONOMIC DEVELOPMENT</b>						
001-1203-1001	SALARIES	83,859	84,820	89,518	89,518	94,596
001-1203-2001	FICA	6,426	6,653	6,712	6,880	7,237
001-1203-2002	RETIREMENT-VRS	12,811	14,053	14,571	14,568	15,257
001-1203-2004	DENTAL	72	64	1,500	500	0
001-1203-2006	GROUP LIFE INSURANCE	490	240	434	250	1,236
001-1203-2010	WORKERS COMPENSATION	0	0	50	0	0
001-1203-3006	PRINTING	0	0	250	250	0
001-1203-3008	MARKETING	9,120	10,907	10,000	10,000	10,000
001-1203-3009	EXISTING BUSINESS PROGRAMS	3,261	1,598	2,000	2,000	2,000
001-1203-5401	OFFICE SUPPLIES	664	706	350	350	350
001-1203-5413	OTHER OPERATING SUPPLIES	45	147	0	0	0
001-1203-5501	TRAVEL -MILEAGE	0	142	0	0	0
001-1203-5504	TRAVEL -CONVENTION & EDUCATION	4,584	2,811	5,000	4,000	4,000
001-1203-5801	DUES & ASSOCIATION MEMBERSHIPS	1,275	1,165	1,300	1,300	1,300
	TOTAL ECONOMIC DEVELOPMENT	122,607	123,306	131,685	129,616	135,976

**CITY OF WILLIAMSBURG**
**GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2013**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>ACTUAL FY 2010</b>	<b>ACTUAL FY 2011</b>	<b>BUDGET FY 2012</b>	<b>ESTIMATED FY 2012</b>	<b>ADOPTED FY 2013</b>
<b><u>CITY ATTORNEY</u></b>						
001-1204-1001	SALARIES	180,506	103,748	105,196	103,044	108,917
001-1204-1003	PART-TIME SALARIES	13,017	24,639	20,000	20,000	20,000
001-1204-2001	FICA	14,762	10,820	9,411	9,411	9,862
001-1204-2002	RETIREMENT [VRS]	12,134	16,440	16,773	16,773	17,567
001-1204-2004	DENTAL	3,158	407	1,500	1,500	0
001-1204-2005	HOSPITALIZATION	6,723	7,554	7,513	7,513	7,600
001-1204-2006	GROUP LIFE INSURANCE	3,994	280	510	288	1,423
001-1204-2010	WORKERS COMPENSATION	186	167	186	166	175
001-1204-2016	TRAINING	671	562	500	500	500
001-1204-3002	LEGAL RETAINER	425	43,486	65,000	70,000	65,000
001-1204-3004	NON-RETAINER	1,123	0	0	0	0
001-1204-30043	MAINTENANCE, OFFICE EQUIPMENT	661	587	1,000	600	600
001-1204-3005	OTHER LEGAL FEES	250	114	3,000	3,000	1,000
001-1204-3006	PRINTING	0	478	500	500	500
001-1204-5201	POSTAGE	501	297	300	300	300
001-1204-5203	TELECOMMUNICATION	629	689	500	500	650
001-1204-5308	PROFESSIONAL LIABILITY	3,800	6,078	3,600	3,600	3,600
001-1204-5401	OFFICE SUPPLIES	751	782	600	600	750
001-1204-5405	JANITORIAL SERVICES	3,380	3,380	900	325	0
001-1204-5411	BOOKS & SUBSCRIPTIONS	3,277	3,330	3,000	3,000	3,000
001-1204-5501	TRAVEL - MILEAGE	699	667	750	600	750
001-1204-5504	TRAVEL - CONFERENCES	807	2,464	2,500	2,500	2,500
001-1204-5801	DUES & ASSOCIATION MEMBERSHIPS	460	560	700	700	750
001-1204-7002	FURNITURE & FIXTURES	133	0	0	0	0
	TOTAL CITY ATTORNEY	252,047	227,529	243,939	245,420	245,445
<b><u>HUMAN RESOURCES</u></b>						
001-1205-1001	SALARIES	53,818	53,521	56,550	56,550	59,773
001-1205-2001	FICA	4,074	3,827	4,100	4,100	4,573
001-1205-2002	RETIREMENT [VRS]	8,220	8,724	9,297	9,297	9,737
001-1205-2004	DENTAL	2,000	1,194	2,000	2,000	0
001-1205-2005	HOSPITALIZATION	10,639	9,348	11,774	11,774	11,774
001-1205-2006	GROUP LIFE INSURANCE	314	148	265	160	789
001-1205-2010	WORKERS COMPENSATION	34	0	35	35	35
001-1205-5880	QUEST	1,070	1,016	1,500	1,200	1,000
001-1205-5885	SELF PROGRAM	420	1,163	2,000	1,200	1,700
001-1205-5888	EMPLOYEE LEGAL BENEFIT INITIATIVE	0	350	1,400	1,200	0
001-1205-5890	RETIREE HEALTH SUPPLEMENT	40,424	43,152	45,000	46,000	0
001-1205-5892	CITY LEADERSHIP CLASS	4,500	0	18,000	18,000	0
001-1205-5896	EMPLOYEE ASSISTANCE PROGRAM	9,026	8,375	10,000	8,500	12,000
	TOTAL HUMAN RESOURCES	134,539	130,818	161,921	160,016	101,381

## CITY OF WILLIAMSBURG

## GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2013

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
<b><u>COMMISSIONER OF THE REVENUE</u></b>						
001-1209-1001	SALARIES	130,851	130,895	131,950	131,579	139,078
001-1209-1003	PART-TIME SALARIES	279	0	500	500	0
001-1209-2001	FICA	9,929	9,836	10,008	10,008	10,640
001-1209-2002	RETIREMENT [VRS]	20,131	21,365	21,571	21,571	22,592
001-1209-2004	DENTAL	2,453	2,665	2,000	2,000	0
001-1209-2005	HOSPITALIZATION	16,568	18,711	19,286	19,286	19,286
001-1209-2006	GROUP LIFE INSURANCE	770	364	650	370	1,831
001-1209-2010	WORKERS COMPENSATION	0	0	120	0	0
001-1209-2016	TRAINING	0	300	500	300	300
001-1209-3006	PRINTING	1,839	2,016	1,200	1,200	1,300
001-1209-5201	POSTAGE	4,551	4,075	4,000	4,000	4,000
001-1209-5203	TELECOMMUNICATION	3,508	3,146	3,500	2,700	2,700
001-1209-5401	OFFICE SUPPLIES	458	741	500	500	400
001-1209-5411	BOOKS & SUBSCRIPTIONS	639	501	600	500	350
001-1209-5413	OTHER OPERATING SUPPLIES	149	433	300	300	250
001-1209-5501	TRAVEL - MILEAGE	0	0	150	100	0
001-1209-5504	TRAVEL - CONFERENCES	0	712	800	800	800
001-1209-5801	DUES & ASSOCIATION MEMBERSHIPS	400	260	400	400	260
001-1209-7002	FURNITURE & FIXTURES	0	170	0	0	0
	TOTAL COMMISSIONER OF THE REVENUE	192,525	196,190	198,035	196,114	203,787
<b><u>CITY ASSESSOR</u></b>						
001-1210-1001	SALARIES	106,070	105,472	107,209	107,797	113,941
001-1210-2001	FICA	8,065	7,993	8,082	8,100	8,716
001-1210-2002	RETIREMENT [VRS]	16,202	17,196	17,547	17,547	18,377
001-1210-2004	DENTAL	371	622	2,000	2,000	0
001-1210-2005	HOSPITALIZATION	12,518	13,969	15,026	15,026	15,026
001-1210-2006	GROUP LIFE INSURANCE	620	293	650	300	1,489
001-1210-2010	WORKERS COMPENSATION	466	417	500	465	465
001-1210-3002	PROFESSIONAL SERVICES	322	341	585	400	400
001-1210-3006	PRINTING	260	277	300	300	300
001-1210-3007	ADVERTISING	102	102	150	100	125
001-1210-5201	POSTAGE	2,335	69	1,500	900	900
001-1210-5203	TELECOMMUNICATION	1,798	1,679	2,000	1,700	1,700
001-1210-5305	MOTOR VEHICLE INSURANCE	600	603	618	566	566
001-1210-5307	PUBLIC OFFICIAL LIABILITY	8,243	7,904	8,000	7,578	7,600
001-1210-5401	OFFICE SUPPLIES	524	725	700	700	700
001-1210-54081	CAR & TRUCK SUPPLIES	262	56	100	100	100
001-1210-54083	GAS & OIL	406	556	200	500	500
001-1210-5413	OTHER OPERATING SUPPLIES	136	307	400	400	400
001-1210-5504	TRAVEL -CONVENTION & EDUCATION	536	100	800	800	200
001-1210-5801	DUES & ASSOCIATION MEMBERSHIPS	195	195	175	175	175
	TOTAL CITY ASSESSOR	160,031	158,876	166,542	165,454	171,681

## CITY OF WILLIAMSBURG

## GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2013

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
<b>TREASURER</b>						
001-1213-1001	SALARIES	26,974	27,009	27,000	27,000	27,000
001-1213-1003	PART-TIME SALARIES	1,734	1,664	2,000	2,000	2,000
001-1213-2001	FICA	2,101	2,047	2,219	2,219	2,219
001-1213-2002	RETIREMENT [VRS]	4,194	4,503	5,028	5,028	6,600
001-1213-2004	DENTAL	482	277	1,500	1,500	0
001-1213-2005	HOSPITALIZATION	6,312	8,056	11,774	11,774	11,774
001-1213-2006	GROUP LIFE INSURANCE	159	77	200	96	100
001-1213-2010	WORKERS COMPENSATION	0	0	25	0	0
001-1213-30043	MAINTENANCE - OFFICE EQUIPMENT	189	295	100	100	100
001-1213-5201	POSTAGE	233	242	250	250	250
001-1213-5203	TELECOMMUNICATION	2,696	2,519	2,800	2,200	2,000
001-1213-5401	OFFICE SUPPLIES	205	197	300	200	150
001-1213-5501	TRAVEL - MILEAGE	78	136	100	100	75
001-1213-5504	TRAVEL - CONFERENCES	65	0	200	200	100
001-1213-5801	DUES & ASSOCIATION MEMBERSHIPS	300	240	250	250	250
	TOTAL TREASURER	45,722	47,262	53,746	52,917	52,618
<b>FINANCE</b>						
001-1214-1001	SALARIES	473,085	467,824	480,788	485,731	483,774
001-1214-1003	SALARIES - PART-TIME	0	0	0	0	15,000
001-1214-2001	FICA	35,015	34,170	36,321	37,158	37,009
001-1214-2002	RETIREMENT [VRS]	72,628	77,237	79,066	79,066	78,026
001-1214-2004	DENTAL	8,500	9,076	8,000	8,000	2,000
001-1214-2005	HOSPITALIZATION	60,564	69,871	73,045	73,045	61,300
001-1214-2006	GROUP LIFE INSURANCE	2,589	1,316	2,350	1,350	6,323
001-1214-2010	WORKERS COMPENSATION	538	834	920	831	840
001-1214-2013	EDUCATION ASSISTANCE	0	0	500	0	0
001-1214-2016	TRAINING	762	900	800	800	800
001-1214-3002	PROFESSIONAL SERVICES	2,820	5,463	10,000	6,000	6,000
001-1214-30043	MAINTENANCE, OFFICE EQUIPMENT	405	385	400	400	400
001-1214-3005	MAINTENANCE, SERVICE CONTRACTS	741	589	800	800	600
001-1214-3006	PRINTING	7,434	7,458	7,500	7,500	7,500
001-1214-3007	ADVERTISING	0	0	200	0	0
001-1214-5201	POSTAGE	9,327	10,027	9,000	9,000	9,000
001-1214-5203	TELECOMMUNICATION	11,375	9,273	11,500	7,000	7,000
001-1214-5305	MOTOR VEHICLE INSURANCE	600	603	625	565	565
001-1214-5306	SURETY BONDS	1,047	995	1,200	932	950
001-1214-5307	PUBLIC OFFICIAL LIABILITY	1,649	1,581	1,700	1,516	1,550
001-1214-5308	GENERAL LIABILITY	810	865	880	847	880
001-1214-5401	OFFICE SUPPLIES	3,511	3,939	2,800	2,800	2,800
001-1214-54081	CAR & TRUCK SUPPLIES	33	0	100	0	0
001-1214-54083	GAS & OIL	580	444	650	1,000	1,000
001-1214-5411	BOOKS & SUBSCRIPTIONS	560	510	400	400	400
001-1214-5413	OTHER OPERATING SUPPLIES	1,941	2,519	1,500	1,500	1,500
001-1214-5501	TRAVEL - MILEAGE	21	218	250	250	200
001-1214-5504	TRAVEL - CONFERENCES	3,324	5,565	3,500	3,500	3,500
001-1214-5801	DUES & ASSOCIATION MEMBERSHIPS	1,094	1,152	900	900	900
001-1214-7002	FURNITURE & FIXTURES	488	0	0	0	0
001-1214-7007	ADP EQUIPMENT	412	0	0	0	0
	TOTAL FINANCE	701,853	712,814	735,695	730,891	729,817

## CITY OF WILLIAMSBURG

## GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2013

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
<b>CITY SHOP</b>						
001-1221-1001	SALARIES	133,695	132,771	134,197	134,162	141,810
001-1221-1002	SALARIES - OVERTIME	0	0	750	750	750
001-1221-2001	FICA	9,970	9,796	10,116	10,321	10,906
001-1221-2002	RETIREMENT [VRS]	20,165	21,402	21,838	21,838	22,872
001-1221-2004	DENTAL	1,616	3,178	3,000	2,500	0
001-1221-2005	HOSPITALIZATION	24,219	27,366	26,800	26,800	26,800
001-1221-2006	GROUP LIFE INSURANCE	771	365	651	375	1,853
001-1221-2010	WORKERS COMPENSATION	1,865	1,669	2,000	1,675	1,675
001-1221-2016	TRAINING	0	0	300	150	150
001-1221-30042	MAINTENANCE, BUILDINGS	3,998	5,197	3,500	3,000	3,500
001-1221-30044	MAINTENANCE, POWERED EQUIPMENT	61	262	500	300	300
001-1221-3005	MAINTENANCE, SERVICE CONTRACTS	1,563	1,407	2,000	1,600	1,600
001-1221-3008	LAUNDRY & DRY CLEANING	6,388	5,452	4,200	4,200	4,200
001-1221-5101	ELECTRICITY	7,803	10,868	9,000	8,500	8,500
001-1221-5102	HEATING	6,135	5,816	7,000	6,000	6,000
001-1221-5203	TELECOMMUNICATION	944	817	1,000	850	850
001-1221-5204	RADIO	399	440	300	300	300
001-1221-5301	BOILER INSURANCE	180	134	160	500	175
001-1221-5302	FIRE INSURANCE	1,935	1,877	1,900	1,878	1,878
001-1221-5305	MOTOR VEHICLE INSURANCE	599	603	650	565	580
001-1221-5308	GENERAL LIABILITY	405	432	500	424	450
001-1221-5401	OFFICE SUPPLIES	28	37	100	60	60
001-1221-5405	LAUNDRY, HOUSEKEEPING, JANITOR	152	132	200	130	130
001-1221-5407	REPAIR & MAINTENANCE SUPPLIES	50	125	200	150	150
001-1221-54081	CAR & TRUCK SUPPLIES	2,654	2,098	2,500	2,200	2,000
001-1221-54082	TIRES	213	704	100	100	100
001-1221-54083	GAS & OIL	2,493	1,833	3,500	3,500	3,500
001-1221-54084	POWERED EQUIPMENT AND SUPPLIES	235	157	300	150	150
001-1221-5410	UNIFORMS & APPAREL	312	894	750	700	700
001-1221-5413	OTHER OPERATING SUPPLIES	1,214	842	1,500	1,100	1,100
001-1221-7005	MOTOR VEHICLES & EQUIPMENT	<u>4,083</u>	<u>2,544</u>	<u>2,000</u>	<u>2,000</u>	<u>1,800</u>
	TOTAL CITY SHOP	234,145	239,218	241,512	236,778	244,839
<b>ELECTORAL BOARD</b>						
001-1301-1001	SALARIES	7,512	7,512	7,350	7,350	7,350
001-1301-2001	FICA	575	645	562	562	562
001-1301-3002	PROFESSIONAL SERVICES	9,874	3,438	16,000	10,000	7,500
001-1301-30043	MAINTENANCE, VOTING MACHINE	5,236	3,485	9,970	8,000	5,240
001-1301-5201	POSTAGE	60	91	0	25	0
001-1301-5402	FOOD & SUPPLIES	1,417	683	2,500	1,500	1,300
001-1301-5501	TRAVEL - MILEAGE	454	226	400	400	400
001-1301-5504	TRAVEL - CONFERENCES	924	1,681	2,500	2,500	2,000
001-1301-5801	DUES & ASSOCIATION MEMBERSHIPS	<u>100</u>	<u>185</u>	<u>100</u>	<u>125</u>	<u>125</u>
	TOTAL ELECTORAL BOARD	26,152	17,946	39,382	30,462	24,477

## CITY OF WILLIAMSBURG

## GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2013

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
<b><u>REGISTRAR</u></b>						
001-1302-1001	SALARIES	45,734	46,085	43,819	43,819	43,819
001-1302-1003	PART-TIME SALARIES	21,645	20,546	23,000	23,000	23,000
001-1302-2001	FICA	5,180	5,120	5,112	5,112	5,112
001-1302-2002	RETIREMENT [VRS]	6,717	7,129	7,130	7,130	7,467
001-1302-2004	DENTAL	585	0	1,000	1,000	0
001-1302-2006	GROUP LIFE INSURANCE	257	121	217	121	150
001-1302-2010	WORKERS COMPENSATION	18	17	100	17	25
001-1302-30043	MAINTENANCE, OFFICE EQUIPMENT	837	0	0	0	0
001-1302-3006	PRINTING	2,323	1,385	5,153	1,242	3,500
001-1302-3007	ADVERTISING	574	447	925	800	450
001-1302-5201	POSTAGE	1,374	2,667	5,148	685	2,000
001-1302-5203	TELECOMMUNICATION	1,624	1,607	1,600	1,100	1,600
001-1302-5401	OFFICE SUPPLIES	907	940	1,628	1,000	800
001-1302-5411	BOOKS & SUBSCRIPTIONS	196	0	200	200	200
001-1302-5413	OTHER SUPPLIES	340	513	400	400	500
001-1302-5501	TRAVEL - MILEAGE	157	449	400	200	400
001-1302-5504	TRAVEL - CONFERENCES	1,684	1,073	1,700	1,700	1,700
001-1302-5801	DUES & ASSOCIATION MEMBERSHIPS	140	236	140	140	140
001-1302-7002	FURNITURE & FIXTURES	400	66	0	0	0
001-1302-7007	ADP EQUIPMENT	500	165	0	0	0
	TOTAL REGISTRAR	91,192	88,566	97,672	87,666	90,863
<b><u>JOINT COURTHOUSE</u></b>						
001-2100-5899	J/A-COURTHOUSE	332,736	405,416	420,000	420,000	420,000
	TOTAL JOINT COURTHOUSE	332,736	405,416	420,000	420,000	420,000
<b><u>POLICE</u></b>						
001-3101-1001	SALARIES	1,868,919	1,803,873	1,914,000	1,913,300	2,021,578
001-3101-1003	PART-TIME SALARIES	51,542	50,462	65,000	55,000	65,000
001-3101-1006	DISCRETIONARY LEAVE	42,881	42,836	46,000	44,500	46,000
001-3101-1008	OVERTIME & TRAFFIC CONTROL	63,960	79,053	85,000	85,000	80,000
001-3101-1009	COMPENSATION-OFF DUTY POLICE	43,953	58,662	50,000	50,000	55,000
001-3101-2001	FICA	154,565	150,836	163,674	163,000	173,470
001-3101-2002	RETIREMENT [VRS]	282,589	291,154	311,200	311,200	327,180
001-3101-2004	DENTAL	18,617	17,956	28,000	20,000	8,990
001-3101-2005	HOSPITALIZATION	273,281	308,130	339,812	325,000	325,000
001-3101-2006	GROUP LIFE INSURANCE	10,819	5,014	9,045	5,300	25,957
001-3101-2010	WORKERS COMPENSATION	44,766	40,483	47,000	40,379	40,500
001-3101-2012	CLOTHING ALLOWANCE	0	0	2,500	2,500	2,500
001-3101-2013	EDUCATION ASSISTANCE	6,051	6,805	7,000	6,000	3,500
001-3101-2016	TRAINING	18,777	17,658	20,000	18,000	18,000
001-3101-3001	PROFESSIONAL HEALTH SERVICES	15,023	15,606	16,000	16,000	16,000
001-3101-3002	PROFESSIONAL SERVICES	14,218	7,375	7,500	7,500	7,500
001-3101-30041	MAINTENANCE, CARS & TRUCKS	10,120	14,956	8,000	12,000	15,000
001-3101-30042	MAINTENANCE, BUILDINGS	4,877	4,959	8,000	5,000	8,000
001-3101-30043	MAINTENANCE, OFFICE EQUIPMENT	264	144	500	500	500
001-3101-30044	ABANDONED VEHICLES	150	0	300	300	300
001-3101-3005	MAINTENANCE, SERVICE CONTRACTS	64,199	66,431	75,000	68,000	94,000
001-3101-3007	ADVERTISING	1,067	1,066	1,500	1,200	1,500
001-3101-3008	LAUNDRY & DRY CLEANING	0	0	7,400	7,400	0
001-3101-3033	EXTERMINATING CONTRACT	187	465	400	400	400
001-3101-3099	DETECTIVE FUNDS	1,401	1,023	3,000	3,000	3,000
001-3101-5101	ELECTRICITY	10,781	14,190	16,000	14,000	16,000
001-3101-5102	HEATING	2,667	2,047	3,000	2,400	3,000
001-3101-5201	POSTAGE	1,970	1,966	2,000	2,000	2,000

## CITY OF WILLIAMSBURG

## GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2013

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	ACTUAL	ACTUAL	BUDGET	ESTIMATED	ADOPTED
		<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2012</u>	<u>FY 2013</u>
001-3101-5203	TELECOMMUNICATION	41,364	34,218	34,000	34,000	34,000
001-3101-5204	RADIO	37,500	37,500	40,000	37,500	40,000
001-3101-5301	BOILER INSURANCE	140	134	250	127	250
001-3101-5302	FIRE INSURANCE	3,387	3,285	3,800	3,285	3,400
001-3101-5305	MOTOR VEHICLE INSURANCE	12,586	12,662	15,000	11,865	12,000
001-3101-5306	SURETY BONDS	1,047	996	1,400	932	1,400
001-3101-5307	PUBLIC OFFICIAL LIABILITY	1,099	1,054	1,200	1,010	1,200
001-3101-5308	GENERAL LIABILITY	28,748	22,833	34,000	20,661	26,000
001-3101-5401	OFFICE SUPPLIES	12,247	7,945	11,000	9,000	8,000
001-3101-5405	LAUNDRY, HOUSEKEEPING, JANITOR	504	0	500	500	500
001-3101-5407	REPAIR & MAINTENANCE SUPPLIES	133	1,041	500	500	500
001-3101-54081	CAR & TRUCK SUPPLIES	9,328	10,523	8,000	8,000	8,000
001-3101-54082	TIRES	6,933	6,482	6,000	6,000	6,000
001-3101-54083	GAS & OIL	48,550	52,700	60,000	56,000	60,000
001-3101-5409	POLICE SUPPLIES	17,589	13,901	18,000	14,000	18,000
001-3101-5410	UNIFORMS & APPAREL	16,227	12,937	16,000	13,000	16,000
001-3101-5411	BOOKS & SUBSCRIPTIONS	1,654	1,541	1,600	1,500	1,600
001-3101-5413	OTHER OPERATING SUPPLIES	5,146	2,272	4,000	3,000	3,000
001-3101-5416	AMMUNITION	9,105	4,595	7,000	7,000	7,000
001-3101-5418	FORENSICS	2,257	2,468	2,500	2,500	2,500
001-3101-5504	TRAVEL -CONVENTION & EDUCATION	2,392	3,609	8,000	5,000	7,000
001-3101-5505	TRAVEL - EXTRADITIONS	155	0	1,500	1,500	1,500
001-3101-5801	DUES & ASSOCIATION MEMBERSHIPS	805	770	1,000	1,000	1,000
001-3101-7002	FURNITURE & FIXTURES	4,871	1,627	4,000	2,000	2,000
001-3101-7005	MOTOR VEHICLES & EQUIPMENT	4,502	18,923	4,000	4,000	4,000
001-3101-7007	ADP EQUIPMENT	3,080	2,091	0	0	0
001-3101-8001	RENTAL OF EQUIPMENT	1,133	100	1,200	0	0
	TOTAL POLICE	3,280,126	3,259,357	3,521,281	3,422,759	3,624,726

POLICE - 911 DISPATCH

001-3102-1001	SALARIES	2,670	0	0	0	0
001-3102-1003	PART-TIME SALARIES	0	0	0	0	0
001-3102-1006	DISCRETIONARY LEAVE	1,170	0	0	0	0
001-3102-1008	OVERTIME	0	0	0	0	0
001-3102-2001	FICA	292	0	0	0	0
001-3102-2002	RETIREMENT (VRS)	0	0	0	0	0
001-3102-2005	HOSPITALIZATION	953	0	0	0	0
001-3102-2006	GROUP LIFE INSURANCE	0	0	0	0	0
001-3102-2010	WORKERS COMPENSATION	0	0	0	0	0
001-3102-3002	CONTRACT-YORK COUNTY	522,668	502,389	512,500	508,788	526,087
001-3102-5205	EMERGENCY 911 - TELEPHONE	180	407	250	456	456
	TOTAL POLICE - 911 DISPATCH	527,933	502,796	512,750	509,244	526,543

## CITY OF WILLIAMSBURG

## GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2013

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
<b>PARKING GARAGE</b>						
001-3103-1001	SALARIES	29,334	29,409	29,876	29,874	31,577
001-3103-1002	OVERTIME	720	969	1,000	1,000	1,000
001-3103-1003	PART-TIME SALARIES	20,164	20,448	23,000	21,000	21,000
001-3103-1006	DISCRETIONARY LEAVE	118	0	1,000	115	1,000
001-3103-2001	FICA	3,847	3,869	4,152	3,960	4,175
001-3103-2002	RETIREMENT (VRS)	4,535	4,813	4,920	4,912	5,144
001-3103-2004	DENTAL	0	181	500	500	0
001-3103-2005	HOSPITALIZATION	0	0	11,774	11,774	11,774
001-3103-2006	GROUP LIFE INSURANCE	174	82	146	84	417
001-3103-2010	WORKERS COMPENSATION	745	668	800	665	665
001-3103-3002	ARMORED TRANSPORT	7,917	7,525	7,500	8,000	8,000
001-3103-3005	MAINTENANCE-GARAGE EQUIPMENT	20,966	22,629	21,000	21,000	21,000
001-3103-5101	ELECTRICITY	11,597	14,947	16,000	16,000	16,000
001-3103-5203	TELEPHONE	512	610	650	1,000	1,000
001-3103-5302	PROPERTY INSURANCE	4,113	3,989	4,400	3,989	4,000
001-3103-5407	SUPPLIES	4,054	4,034	6,000	4,000	4,000
	TOTAL PARKING GARAGE	108,796	114,173	132,718	127,873	130,752
<b>FIRE</b>						
001-3201-1001	SALARIES	1,741,130	1,782,526	1,863,061	1,881,348	1,985,944
001-3201-1002	OVERTIME	52,281	53,853	90,000	55,000	80,000
001-3201-1006	DISCRETIONARY LEAVE	55,308	52,193	58,000	55,500	58,000
001-3201-1009	SPECIAL EVENTS	16,284	25,218	26,000	26,000	26,000
001-3201-2001	FICA	139,650	142,443	154,842	152,000	164,471
001-3201-2002	RETIREMENT [VRS]	256,760	285,154	293,383	291,000	320,902
001-3201-2004	DENTAL	26,066	18,789	18,000	18,000	6,990
001-3201-2005	HOSPITALIZATION	264,913	301,556	346,500	325,000	325,000
001-3201-2006	GROUP LIFE INSURANCE	9,739	4,859	8,923	5,700	25,391
001-3201-2010	WORKERS COMPENSATION	71,397	64,540	68,000	64,312	68,000
001-3201-2013	EDUCATION ASSISTANCE	10,404	10,161	16,000	11,000	10,000
001-3201-2016	TRAINING	11,005	2,275	11,000	5,000	8,000
001-3201-3001	PROFESSIONAL HEALTH SERVICES	13,643	13,972	23,000	14,000	15,000
001-3201-3002	PROFESSIONAL SERVICES	31,943	29,111	30,000	30,000	35,000
001-3201-30041	MAINTENANCE, VEHICLES	21,480	18,248	25,000	20,000	20,000
001-3201-30042	MAINTENANCE, BUILDINGS	12,730	12,681	25,000	20,000	18,000
001-3201-30043	MAINTENANCE, OFFICE EQUIPMENT	0	0	2,000	0	0
001-3201-30044	MAINTENANCE, POWERED EQUIPMENT	175	2,464	3,000	3,000	3,000
001-3201-3005	MAINTENANCE, SERVICE CONTRACTS	9,141	11,148	13,000	12,000	13,000
001-3201-3007	ADVERTISING	350	0	550	550	550
001-3201-3033	EXTERMINATING CONTRACT	270	347	400	280	400
001-3201-5101	ELECTRICITY	17,642	22,708	28,000	23,000	23,000
001-3201-5102	HEATING	5,096	4,264	10,000	5,000	8,000
001-3201-5201	POSTAGE	313	285	300	285	300
001-3201-5203	TELECOMMUNICATION	18,899	18,496	22,000	19,000	22,000
001-3201-5204	RADIO	48,120	48,120	50,000	50,000	49,000
001-3201-5301	BOILER INSURANCE	140	134	240	127	240
001-3201-5302	FIRE INSURANCE	2,903	3,320	3,400	2,816	3,000
001-3201-5305	MOTOR VEHICLE INSURANCE	16,182	16,280	16,500	15,255	15,500
001-3201-5308	GENERAL LIABILITY	1,215	1,297	1,900	1,271	1,500
001-3201-5401	OFFICE SUPPLIES	2,248	1,504	2,000	1,800	2,000
001-3201-5402	FOOD SERVICE / SUPPLIES	469	0	500	500	500
001-3201-5405	JANITORIAL SERVICES	4,186	3,401	5,000	3,600	5,000
001-3201-5407	REPAIR & MAINTENANCE	4,248	1,098	6,000	2,000	6,000
001-3201-54081	CAR & TRUCK SUPPLIES	10,036	8,564	10,000	10,000	10,000
001-3201-54082	TIRES	5,988	4,076	5,500	5,500	5,500

## CITY OF WILLIAMSBURG

## GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2013

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
		<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2012</u>	<u>FY 2013</u>
001-3201-54083	GAS & OIL	31,229	36,544	40,000	40,000	40,000
001-3201-5410	UNIFORMS & APPAREL	11,756	11,228	16,000	12,000	13,000
001-3201-5411	BOOKS & SUBSCRIPTIONS	0	0	300	300	300
001-3201-5413	OTHER OPERATING SUPPLIES	5,256	4,710	9,000	7,000	8,000
001-3201-5415	FIRE PREVENTION	4,264	7,182	11,000	8,000	10,000
001-3201-5504	TRAVEL -CONVENTION & EDUCATION	0	55	1,000	1,000	1,000
001-3201-5801	DUES & ASSOCIATION MEMBERSHIPS	95	225	600	300	600
001-3201-7001	MACHINERY & EQUIPMENT	14,801	10,053	22,000	22,000	20,000
001-3201-7002	FURNITURE & FIXTURES	4,116	3,907	6,000	6,000	6,000
001-3201-7003	COMMUNICATIONS EQUIPMENT	1,740	8,301	20,000	12,000	20,000
001-3201-7004	EQUIPMENT-SPECIAL PROGRAMS	16,519	30,820	31,000	31,000	31,000
001-3201-7005	EQUIPMENT-EMS PROGRAMS	9,613	17,340	14,000	14,000	14,000
001-3201-7006	EQUIPMENT-VA POWER FUNDS	1,311	13,151	25,000	25,000	25,000
	TOTAL FIRE	2,983,054	3,108,601	3,432,899	3,308,444	3,524,086
	<b><u>VA PENINSULA REGIONAL JAIL</u></b>					
001-3301-3009	PURCHASE OF SERVICES	1,159,542	1,202,575	1,267,749	1,267,749	1,262,414
	TOTAL JAIL	1,159,542	1,202,575	1,267,749	1,267,749	1,262,414
	<b><u>MIDDLE PENINSULA JUVENILE DETENTION COMMISSION</u></b>					
001-3303-3009	PURCHASE OF SERVICES	47,111	105,814	60,000	120,000	60,000
	TOTAL JUVENILE DETENTION	47,111	105,814	60,000	120,000	60,000
	<b><u>GROUP HOME COMMISSION</u></b>					
001-3304-3009	PURCHASE OF SERVICES	76,256	76,256	79,889	79,889	79,889
	TOTAL GROUP HOME COMMISSION	76,256	76,256	79,889	79,889	79,889
	<b><u>CODES COMPLIANCE</u></b>					
001-3401-1001	SALARIES	219,232	201,299	204,925	205,400	207,424
001-3401-1002	WAGES - OVERTIME	0	0	1,500	0	0
001-3401-1003	PART-TIME WAGES	5,265	10,679	22,000	1,000	1,000
001-3401-2001	FICA	17,086	16,098	17,475	15,600	15,944
001-3401-2002	RETIREMENT [VRS]	35,279	32,738	33,428	33,426	32,842
001-3401-2004	DENTAL	1,912	2,398	6,000	3,000	0
001-3401-2005	HOSPITALIZATION	20,973	19,319	22,540	22,540	22,540
001-3401-2006	GROUP LIFE INSURANCE	1,406	558	996	570	2,661
001-3401-2010	WORKERS COMPENSATION	4,255	2,504	3,500	2,494	2,600
001-3401-2013	EDUCATION ASSISTANCE	0	0	2,000	0	0
001-3401-2016	TRAINING	2,552	2,410	3,000	3,000	3,000
001-3401-3002	PROFESSIONAL SERVICES	1,164	2,015	4,000	600	2,000
001-3401-3004	REPAIR & MAINTENANCE	0	0	300	100	300
001-3401-30041	MAINTENANCE, CARS & TRUCKS	96	1,135	1,500	1,000	1,000
001-3401-3006	PRINTING	220	319	600	300	300
001-3401-3007	ADVERTISING	0	200	1,000	300	300
001-3401-3008	PUBLIC EDUCATION	274	193	1,000	200	300
001-3401-5201	POSTAGE	1,786	1,637	1,700	1,650	1,700
001-3401-5203	TELECOMMUNICATION	3,970	3,518	4,000	3,500	3,500
001-3401-5305	MOTOR VEHICLE INSURANCE	2,397	2,412	2,600	2,500	2,300
001-3401-5307	PUBLIC OFFICIAL LIABILITY	8,243	7,904	8,400	8,000	7,600
001-3401-5308	GENERAL LIABILITY	608	649	700	700	700
001-3401-5401	OFFICE SUPPLIES	1,659	1,718	2,000	1,800	1,800
001-3401-54081	CAR & TRUCK SUPPLIES	1,027	570	800	600	800
001-3401-54082	TIRES	496	538	500	300	500
001-3401-54083	GAS & OIL	3,195	2,181	4,000	2,600	3,000
001-3401-5410	UNIFORMS & APPAREL	426	590	1,000	600	600
001-3401-5411	BOOKS & SUBSCRIPTIONS	2,810	4,694	4,500	1,000	4,500
001-3401-5413	OTHER OPERATING SUPPLIES	966	954	1,500	900	1,000

## CITY OF WILLIAMSBURG

## GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2013

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
001-3401-5415	ENFORCEMENT ACTION	3,229	3,145	3,000	3,000	3,000
001-3401-5501	TRAVEL - MILEAGE	0	0	400	100	100
001-3401-5504	TRAVEL - CONFERENCES	3,734	3,926	4,000	3,000	4,000
001-3401-5801	DUES & ASSOCIATION MEMBERSHIPS	597	570	600	600	600
001-3401-7001	MACHINERY & EQUIPMENT	5	0	400	0	0
001-3401-7002	FURNITURE & FIXTURES	0	0	0	0	0
001-3401-7007	ADP EQUIPMENT	193	420	0	0	0
	TOTAL CODES COMPLIANCE	345,055	327,291	365,864	320,380	327,912
<b><u>ANIMAL CONTROL</u></b>						
001-3501-3009	PURCHASE OF SERVICES-JCC	18,000	18,000	19,000	19,000	18,900
	TOTAL ANIMAL CONTROL	18,000	18,000	19,000	19,000	18,900
<b><u>MEDICAL EXAMINER</u></b>						
001-3503-3001	PROFESSIONAL HEALTH SERVICES	100	140	400	400	100
	TOTAL MEDICAL EXAMINER	100	140	400	400	100
<b><u>EMERGENCY MANAGEMENT</u></b>						
001-3505-2016	TRAINING	259	0	1,600	200	600
001-3505-5203	TELECOMMUNICATION	1,021	907	1,200	1,000	1,000
001-3505-5413	OPERATING SUPPLIES	966	0	1,000	500	500
001-3505-5801	DUES & ASSOCIATION MEMBERSHIPS	75	75	90	75	90
	TOTAL EMERGENCY MANAGEMENT	2,321	982	3,890	1,775	2,190
<b><u>ENGINEERING</u></b>						
001-4101-1001	SALARIES	161,168	161,279	163,777	163,757	173,092
001-4101-2001	FICA	12,235	12,207	12,280	12,280	13,242
001-4101-2002	RETIREMENT [VRS]	24,619	26,129	26,659	26,655	27,917
001-4101-2004	DENTAL	3,929	3,080	3,800	3,000	0
001-4101-2005	HOSPITALIZATION	14,979	16,757	19,287	19,287	19,287
001-4101-2006	GROUP LIFE INSURANCE	942	445	795	454	2,262
001-4101-2010	WORKERS COMPENSATION	2,798	2,504	3,000	2,494	2,600
001-4101-2016	TRAINING	1,180	0	800	0	800
001-4101-3002	PROFESSIONAL SERVICES	12,933	11,102	13,000	12,000	12,000
001-4101-30041	MAINTENANCE, CARS & TRUCKS	32	32	300	300	300
001-4101-3005	MAINTENANCE, SERVICE CONTRACTS	1,550	1,596	1,800	1,800	1,800
001-4101-3007	ADVERTISING	0	0	600	0	100
001-4101-5201	POSTAGE	100	159	200	200	200
001-4101-5203	TELECOMMUNICATION	2,977	2,782	3,000	3,000	3,000
001-4101-5204	RADIO	483	267	300	300	300
001-4101-5307	PUBLIC OFFICIAL LIABILITY	2,198	2,108	2,400	2,021	2,100
001-4101-5308	GENERAL LIABILITY	405	432	450	424	450
001-4101-5401	OFFICE SUPPLIES	1,139	1,284	1,200	1,200	1,200
001-4101-54081	CAR & TRUCK SUPPLIES	902	1,026	750	750	750
001-4101-54082	TIRES	149	0	0	798	0
001-4101-54083	GAS & OIL	1,901	714	2,100	1,400	1,400
001-4101-5410	UNIFORMS & APPAREL	125	235	500	400	500
001-4101-5411	BOOKS & SUBSCRIPTIONS	0	0	150	150	150
001-4101-5413	OTHER OPERATING SUPPLIES	994	391	1,460	1,000	1,000
001-4101-5504	TRAVEL -CONVENTION & EDUCATION	169	35	400	400	400
001-4101-5801	DUES & ASSOCIATION MEMBERSHIPS	35	35	250	250	250
001-4101-7005	MOTOR VEHICLES & EQUIPMENT	140	180	250	250	200
	TOTAL ENG / PUBLIC WORKS ADMIN.	248,082	244,779	259,508	254,570	265,300

## CITY OF WILLIAMSBURG

## GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2013

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
<b><u>STREETS</u></b>						
001-4102-1001	SALARIES	346,112	346,412	353,454	353,399	373,542
001-4102-1002	SALARIES - OVERTIME	7,898	3,048	5,500	5,500	5,500
001-4102-2001	FICA	26,040	25,351	26,790	26,800	28,997
001-4102-2002	RETIREMENT [VRS]	53,061	56,315	57,740	57,740	60,473
001-4102-2004	DENTAL	4,336	5,309	6,000	5,000	2,000
001-4102-2005	HOSPITALIZATION	78,563	88,793	93,212	93,212	93,212
001-4102-2006	GROUP LIFE INSURANCE	2,030	959	1,713	984	4,900
001-4102-2010	WORKERS COMPENSATION	20,854	18,663	21,400	18,590	19,000
001-4102-2016	TRAINING	2,580	195	500	300	500
001-4102-30041	MAINTENANCE, CARS & TRUCKS	5,515	2,942	5,000	5,000	5,000
001-4102-30044	MAINTENANCE, POWERED EQUIPMENT	0	878	500	500	500
001-4102-30045	MAINTENANCE, SIGNS & ST. MARKING	1,482	0	4,000	3,000	2,000
001-4102-30046	MAINTENANCE, TRAFFIC CONTROL	627	5,629	13,000	10,000	8,000
001-4102-3005	MAINTENANCE, SERVICE CONTRACTS	201,361	88,408	100,000	95,000	95,000
001-4102-3007	ADVERTISING	483	0	500	500	500
001-4102-3008	LAUNDRY & DRY CLEANING	4,412	2,841	3,500	3,000	3,000
001-4102-5101	ELECTRICITY	176,400	179,084	175,000	175,000	175,000
001-4102-5201	POSTAGE	18	58	0	28	0
001-4102-5203	TELECOMMUNICATION	2,258	2,019	2,400	2,100	2,100
001-4102-5204	RADIO	12	0	500	100	500
001-4102-5302	FIRE INSURANCE	968	939	1,100	939	1,000
001-4102-5305	MOTOR VEHICLE INSURANCE	11,987	12,059	12,500	11,300	11,500
001-4102-5307	PUBLIC OFFICIAL LIABILITY	550	527	650	505	650
001-4102-5308	GENERAL LIABILITY	1,620	1,730	1,800	1,694	1,700
001-4102-5401	OFFICE SUPPLIES	707	790	500	500	500
001-4102-5407	REPAIR & MAINTENANCE SUPPLIES	3,654	8,010	600	600	600
001-4102-54081	CAR & TRUCK SUPPLIES	18,385	17,814	16,000	16,000	16,000
001-4102-54082	TIRES	3,053	5,456	2,000	2,000	2,000
001-4102-54083	GAS & OIL	22,575	24,586	26,000	26,000	26,000
001-4102-54084	POWERED EQUIPMENT AND SUPPLIES	5,568	6,025	5,000	5,000	5,000
001-4102-54085	SIGNS & ST MARKINGS SUPPLIES	15,420	17,997	6,000	6,000	6,000
001-4102-5410	UNIFORMS & APPAREL	850	1,711	2,200	2,200	2,200
001-4102-5411	BOOKS & SUBSCRIPTIONS	0	0	100	0	100
001-4102-5413	OTHER OPERATING SUPPLIES	78,320	71,848	60,000	60,000	60,000
001-4102-5504	TRAVEL - CONFERENCES	65	0	200	200	200
001-4102-5801	DUES & ASSOCIATION MEMBERSHIPS	491	661	500	516	500
001-4102-7001	MACHINERY & EQUIPMENT	8,321	3,468	11,300	5,000	9,300
001-4102-7008	PEDESTRIAN IMPROVEMENTS	13,783	1,935	10,000	10,000	8,000
001-4102-7009	STREET RESURFACING	40,257	0	0	0	0
001-4102-7010	DRAINAGE-MAINTENANCE	15,503	11,237	10,000	10,000	10,000
001-4102-8001	LEASE/RENT OF EQUIPMENT	0	0	500	0	500
	TOTAL STREETS	1,176,119	1,013,697	1,037,659	1,014,207	1,041,474

## CITY OF WILLIAMSBURG

## GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2013

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
<b><u>REFUSE COLLECTION</u></b>						
001-4203-3009	PURCH SVCS-JCSA-BULK WASTE	1,953	4,086	3,500	3,500	3,500
001-4203-3031	GARBAGE COLLECTION	478,633	475,934	491,000	480,000	491,000
001-4203-3032	RECYCLING PROGRAM	124,207	123,641	128,000	128,000	128,000
001-4203-3033	HOUSEHOLD CHEMICALS	22,907	25,037	23,000	23,000	23,000
001-4203-3035	GARBAGE - DUMPSTERS	19,599	9,087	18,000	18,000	18,000
001-4203-5899	ADMINISTRATION FEE - VPPSA	9,750	9,750	9,750	9,750	9,750
	TOTAL REFUSE COLLECTION	657,049	647,535	673,250	662,250	673,250
<b><u>BUILDINGS-FACILITIES MAINTENANCE</u></b>						
001-4307-1001	SALARIES	91,123	83,998	85,803	85,765	90,654
001-4307-1002	SALARIES-OVERTIME	6,868	7,578	5,000	5,000	5,000
001-4307-2001	FICA	7,358	6,765	6,725	6,725	7,317
001-4307-2002	RETIREMENT [VRS]	14,019	13,494	13,964	13,964	14,621
001-4307-2004	DENTAL	3,306	3,482	2,000	2,000	0
001-4307-2005	HOSPITALIZATION	17,496	19,813	12,461	12,461	12,461
001-4307-2006	GROUP LIFE INSURANCE	553	230	410	238	1,185
001-4307-2010	WORKERS COMPENSATION	2,798	2,504	2,845	2,494	2,845
001-4307-2016	TRAINING	930	3,580	1,800	1,800	1,800
001-4307-30042C	MTCE-BLDG-COMM.CTR.	7,413	17,838	7,800	7,800	7,800
001-4307-30042M	MTCE-BLDG-MUN. BLDG	7,527	4,037	5,800	5,800	5,000
001-4307-30042O	MTCE-BLDG-MISC.	4,873	2,917	4,000	4,000	3,000
001-4307-30042R	MTCE-BLDG-RENTAL PROPERTIES	4,005	5,583	4,000	4,000	4,000
001-4307-30042S	MTCE-BLDG-STRYKER	3,961	3,618	3,000	3,000	3,000
001-4307-30042T	MTCE-BLDG-TRAIN STATION	2,108	2,326	6,000	3,000	4,000
001-4307-30042V	MTCE-PGPG	7,192	2,714	1,000	1,000	1,000
001-4307-30044C	MTCE-POWER EQUIP-COMM.CTR	582	100	1,250	1,250	750
001-4307-30044M	MTCE-POWER EQUIP-MUN BLDG	1,841	1,811	1,750	1,750	1,750
001-4307-30044O	MTCE-POWER EQUIP-MISC.	838	0	1,000	0	1,000
001-4307-30044S	MTCE-POWER EQUIP-STRYKER	448	190	1,000	1,000	1,000
001-4307-30044T	MTCE-POWER EQUIP-TRAIN STATION	0	1,293	1,000	1,000	1,000
001-4307-30044V	MTCE-POWER EQUIP-PGPG	0	36	0	0	0
001-4307-3005C	SVC CONTRACTS-COMM.CTR.	23,756	15,110	16,000	16,000	16,000
001-4307-3005M	SVC CONTRACTS-MUN.BLDG.	51,236	55,607	48,000	48,000	48,000
001-4307-3005O	SVC CONTRACTS-MISC.	5,785	3,283	6,000	6,000	5,000
001-4307-3005S	SVC CONTRACTS-STRYKER	16,710	16,260	17,000	17,000	17,000
001-4307-3005T	SVC CONTRACTS-TRAIN STATION	20,844	17,346	24,000	24,000	20,000
001-4307-3005V	SERVICE CONTRACTS-PGPG	8,172	9,508	4,000	4,000	4,000
001-4307-3008	LAUNDRY & DRY CLEANING	2,395	1,486	2,500	2,500	2,500
001-4307-3033C	EXTERM. CONTRACT-COMM.CTR.	180	0	800	200	800
001-4307-3033M	EXTERM. CONTRACT-MUN.BLDG.	486	0	800	0	800
001-4307-3033R	EXTERM. CONTRACT-RENTAL PROP.	270	0	800	200	800
001-4307-3033S	EXTERM. CONTRACT-STRYKER	1,024	504	800	0	800
001-4307-3033T	EXTERM. CONTRACT-TRAIN STATION	534	0	800	200	800
001-4307-5101C	ELECTRICITY-COMM. CTR.	9,868	12,586	10,000	10,000	10,000
001-4307-5101M	ELECTRICITY-MUN.BLDG.	54,837	68,596	55,000	55,000	55,000
001-4307-5101O	ELECTRICITY-OTHER	3,601	3,721	4,000	4,000	4,000
001-4307-5101S	ELECTRICITY-STRYKER	11,006	14,725	12,000	12,000	12,000
001-4307-5101T	ELECTRICITY-TRAIN STATION	7,465	10,292	10,000	10,000	10,000
001-4307-5102C	GAS-COMMUNITY CENTER	6,324	4,353	6,000	6,000	6,000
001-4307-5102S	GAS-STRYKER	1,954	3,029	3,200	3,200	3,200
001-4307-5203	TELECOMMUNICATION	2,936	2,758	2,000	2,000	2,000
001-4307-5301C	BOILER INSURANCE-COMM.CTR.	265	235	400	243	400
001-4307-5301M	BOILER INSURANCE-MUN.BLDG.	350	335	550	319	550
001-4307-5301S	BOILER INSURANCE-STRYKER	195	168	300	159	300
001-4307-5301T	BOILER INSURANCE-TRAIN STATION	349	335	550	319	550

## CITY OF WILLIAMSBURG

## GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2013

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	ACTUAL	ACTUAL	BUDGET	ESTIMATED	ADOPTED
		FY 2010	FY 2011	FY 2012	FY 2012	FY 2013
001-4307-5302	FIRE INSURANCE	968	939	1,100	939	1,100
001-4307-5302C	FIRE INSURANCE-COMM.CTR.	968	939	1,100	939	1,100
001-4307-5302M	FIRE INSURANCE-MUN.BLDG.	3,387	3,285	3,800	3,285	3,800
001-4307-5302R	FIRE INSURANCE-RENTAL PROPERTIES	1,451	1,408	1,600	1,408	1,600
001-4307-5302S	FIRE INSURANCE-STRYKER	1,451	1,408	1,600	1,408	1,600
001-4307-5302T	FIRE INSURANCE-TRAIN STATION	1,451	1,408	1,600	1,408	1,600
001-4307-5308C	GEN. LIABILITY-COMM.CTR.	405	432	550	424	550
001-4307-5308M	GEN. LIABILITY-MUN.BLDG.	810	865	900	847	900
001-4307-5308O	GEN. LIABILITY-OTHER	405	432	550	424	550
001-4307-5308R	GEN. LIABILITY-RENTAL PROPERTIES	202	216	320	212	320
001-4307-5308S	GEN. LIABILITY-STRYKER	405	432	550	424	550
001-4307-5308T	GEN. LIABILITY- TRAIN STATION	607	649	900	635	900
001-4307-5308V	GEN. LIABILITY-PGPG	405	432	550	424	550
001-4307-5401	OFFICE SUPPLIES	229	142	500	500	300
001-4307-5402	FOOD/COFFEE	2,762	2,983	2,500	2,500	2,500
001-4307-5405	LAUNDRY, HOUSEKEEPING, JANITOR	932	151	800	800	800
001-4307-5407C	JANITORIAL SUPPLIES-COMM.CTR	1,106	1,196	700	700	700
001-4307-5407M	JANITORIAL SUPPLIES-MUN.BLDG.	517	1,593	700	700	700
001-4307-5407O	JANITORIAL SUPPLIES-OTHER	163	570	700	700	700
001-4307-5407S	JANITORIAL SUPPLIES-STRYKER	518	1,081	700	700	700
001-4307-5407T	JANITORIAL SUPPLIES-TRAIN STATION	221	1,303	700	700	700
001-4307-5407V	JANITORIAL SUPPLIES-PGPG	0	417	700	700	700
001-4307-54081	CAR & TRUCK SUPPLIES	0	357	400	400	400
001-4307-54082	TIRES	0	0	400	0	400
001-4307-54083	GAS & OIL	523	163	550	550	550
001-4307-5410	UNIFORMS & APPAREL	235	758	500	500	500
001-4307-5413C	OP. SUPPLIES-COMM.CTR.	71	182	1,000	1,000	500
001-4307-5413M	OP. SUPPLIES-MUN.BLDG.	1,979	1,357	2,000	1,500	1,500
001-4307-5413O	OP. SUPPLIES-OTHER	326	188	500	500	500
001-4307-5413R	OP. SUPPLIES-RENTAL PROPERTIES	788	93	1,500	1,000	1,000
001-4307-5413S	OP. SUPPLIES-STRYKER	103	0	1,000	800	300
001-4307-5413T	OP. SUPPLIES-TRAIN STATION	0	0	1,000	0	300
001-4307-5413V	OP. SUPPLIES-PGPG	0	0	500	0	200
001-4307-5504	TRAVEL -CONVENTION & EDUCATION	0	0	400	0	200
001-4307-7001	MACHINERY & EQUIPMENT	2,567	3,056	4,000	3,000	4,000
001-4307-7002	FURNITURE & FIXTURES	0	268	5,000	2,000	2,000
001-4307-7003	COMMUNICATIONS EQUIPMENT	0	612	1,000	1,000	1,000
001-4307-7010C	BUILDING-COMM.CTR.	7,450	8,475	7,000	7,000	7,000
001-4307-7010M	BUILDING-MUN. BLDG.	2,126	1,799	3,000	3,000	3,000
001-4307-7010O	BUILDING-OTHER	4,891	15,210	7,400	7,400	7,400
001-4307-7010S	BUILDING-STRYKER	0	0	7,000	0	0
001-4307-7010T	BUILDING-TRAIN STATION	0	0	9,000	0	0
001-4307-7010V	BUILDING-PGPG	0	0	<u>3,000</u>	0	0
	TOTAL MUNICIPAL CENTER	456,203	478,943	473,378	435,814	443,353

## CITY OF WILLIAMSBURG

## GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2013

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
<b><u>INFORMATION TECHNOLOGY (IT)</u></b>						
001-4308-1001	SALARIES	197,455	211,829	209,742	210,548	219,532
001-4308-2001	FICA	15,105	16,075	15,725	15,725	16,794
001-4308-2002	RETIREMENT [VRS]	30,586	33,494	34,335	34,315	35,596
001-4308-2004	DENTAL	3,328	4,306	4,000	4,000	2,000
001-4308-2005	HOSPITALIZATION	14,976	15,343	19,287	19,287	19,287
001-4308-2006	GROUP LIFE INSURANCE	1,359	571	1,023	585	2,884
001-4308-2010	WORKERS COMPENSATION	395	0	200	200	200
001-4308-2016	TRAINING	0	0	5,000	5,000	3,500
001-4308-30042	MAINTENANCE-COMPUTERS	167,179	142,632	75,500	72,500	60,000
001-4308-30043	MAINTENANCE-VIDEO EQUIPMENT	11,928	9,827	28,500	15,000	18,500
001-4308-30044	MAINTENANCE-MAPPING SYSTEM	66,861	46,829	63,000	63,000	55,000
001-4308-30045	PC LIFE CYCLE MGT.	9,787	3,771	30,000	30,000	0
001-4308-30046	MAINTENANCE-PRINTERS	3,052	3,377	5,000	5,000	5,000
001-4308-30047	MAINTENANCE-PHONES	9,836	9,402	10,000	9,000	10,000
001-4308-30048	MAINTENANCE-HARDWARE	0	0	29,300	25,000	25,500
001-4308-30049	MAINTENANCE-SOFTWARE	0	0	61,100	61,100	66,900
001-4308-3005	MTCE-COPIERS	17,615	15,276	16,500	16,500	16,500
001-4308-3009	PURCHASED SERVICES-JCC	22,476	13,195	14,000	14,000	14,000
001-4308-5203	TELECOMMUNICATIONS	0	20,240	38,000	38,000	54,000
001-4308-5401	OFFICE SUPPLIES	0	0	600	600	500
001-4308-5413	OTHER OPERATING SUPPLIES	0	61	600	600	500
001-4308-5504	TRAVEL-CONFERENCES	0	0	2,500	2,500	2,500
001-4308-5801	DUES & ASSOCIATION MEMBERSHIPS	0	0	500	500	500
001-4308-7002	FURNITURE & FIXTURES	0	0	0	0	0
	TOTAL INFORMATION TECHNOLOGY	571,938	546,228	664,412	642,960	629,193
<b><u>LANDSCAPING</u></b>						
001-4309-1001	SALARIES	235,995	198,231	208,005	208,000	220,834
001-4309-1002	SALARIES - OVERTIME	0	0	500	0	500
001-4309-1003	PART-TIME SALARIES	577	852	2,000	3,063	2,000
001-4309-2001	FICA	17,557	14,667	15,352	15,800	17,085
001-4309-2002	RETIREMENT [VRS]	34,508	32,336	34,136	34,088	35,702
001-4309-2004	DENTAL	1,904	135	5,000	3,000	1,000
001-4309-2005	HOSPITALIZATION	50,026	46,608	57,860	57,860	57,860
001-4309-2006	GROUP LIFE INSURANCE	1,377	551	983	582	2,893
001-4309-2010	WORKERS COMPENSATION	3,731	3,339	3,700	3,326	3,400
001-4309-2016	TRAINING	1,080	1,330	1,000	1,000	1,000
001-4309-3002	PROFESSIONAL SERVICES	116,777	94,932	110,000	110,000	110,000
001-4309-3002	EOC RECOVERY (EMERGENCY)	0	0	0	247,618	0
001-4309-30041	MAINTENANCE, CARS & TRUCKS	1,482	658	1,000	1,000	1,000
001-4309-30044	MAINTENANCE, POWERED EQUIPMENT	93	531	2,000	1,000	1,000
001-4309-3005	MAINTENANCE, SERVICE CONTRACTS	0	847	200	200	200
001-4309-3007	ADVERTISING	0	0	400	0	400
001-4309-3008	LAUNDRY & DRY CLEANING	4,153	2,532	4,000	3,000	3,000
001-4309-5203	TELECOMMUNICATION	1,750	1,832	1,600	1,200	1,300
001-4309-5204	RADIO	210	86	300	300	300
001-4309-5302	FIRE INSURANCE	968	939	1,200	939	1,000
001-4309-5305	MOTOR VEHICLE INSURANCE	2,397	2,412	2,500	2,260	2,500
001-4309-5307	PUBLIC OFFICIAL LIABILITY	550	527	650	505	650
001-4309-5308	GENERAL LIABILITY	608	649	700	635	700
001-4309-5401	OFFICE SUPPLIES	125	206	200	200	200
001-4309-5403	AGRICULTURAL SUPPLIES	29,543	29,650	19,000	19,000	19,000
001-4309-54081	CAR & TRUCK SUPPLIES	5,637	3,971	4,000	4,000	4,000
001-4309-54082	TIRES	855	1,981	1,000	1,000	1,000
001-4309-54083	GAS & OIL	9,090	9,622	10,100	10,100	10,100
001-4309-54084	POWERED EQUIPMENT AND SUPPLIES	10,378	8,392	6,000	6,000	6,000

**CITY OF WILLIAMSBURG**
**GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2013**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>ACTUAL FY 2010</b>	<b>ACTUAL FY 2011</b>	<b>BUDGET FY 2012</b>	<b>ESTIMATED FY 2012</b>	<b>ADOPTED FY 2013</b>
001-4309-5410	UNIFORMS & APPAREL	3,145	1,659	2,000	2,000	2,000
001-4309-5411	BOOKS & SUBSCRIPTIONS	106	0	100	100	100
001-4309-5413	OTHER OPERATING SUPPLIES	16,233	14,445	12,000	12,000	12,000
001-4309-5418	LITTER CONTROL	5,132	5,706	5,500	5,500	5,500
001-4309-5504	TRAVEL -CONVENTION & EDUCATION	275	590	500	500	500
001-4309-5801	DUES & ASSOCIATION MEMBERSHIPS	245	0	100	100	100
001-4309-7005	MOTOR VEHICLES & EQUIPMENT	990	11,211	14,000	14,000	14,000
001-4309-7007	ADP EQUIPMENT	223	612	0	0	0
001-4309-8001	LEASE / RENT OF EQUIPMENT	<u>529</u>	<u>84</u>	<u>1,000</u>	<u>200</u>	<u>1,000</u>
	TOTAL LANDSCAPING	558,249	492,123	528,586	770,076	539,825
<b>PUBLIC HEALTH</b>						
001-5101-5601	LOCAL HEALTH DEPT	109,284	92,466	112,556	112,556	98,339
001-5101-5602	OLDE TOWN HEALTH CLINIC	83,430	83,430	83,430	83,430	83,430
001-5101-5603	CHIP	<u>19,349</u>	<u>19,349</u>	<u>19,349</u>	<u>19,349</u>	0
	TOTAL PUBLIC HEALTH	212,063	195,245	215,335	215,335	181,769
<b>MOSQUITO CONTROL</b>						
001-5103-5305	MOTOR VEHICLE INSURANCE	0	0	300	300	300
001-5103-5308	GENERAL LIABILITY	0	0	100	100	100
001-5103-54081	CAR & TRUCK SUPPLIES	0	102	300	300	300
001-5103-54083	GAS & OIL	41	76	250	250	250
001-5103-5413	OTHER OPERATING SUPPLIES	5,599	5,734	5,500	5,500	5,500
001-5103-7005	MOTOR VEHICLES & EQUIPMENT	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>500</u>
	TOTAL MOSQUITO CONTROL	5,640	5,912	6,950	6,950	6,950
<b>COMMUNITY SERVICES BOARD</b>						
001-5205-5602	COLONIAL BEHAVIORAL HEALTH	<u>245,860</u>	<u>245,860</u>	<u>245,860</u>	<u>245,860</u>	<u>245,860</u>
	TOTAL COMMUNITY SERVICES BOARD	245,860	245,860	245,860	245,860	245,860
<b>PUBLIC ASSISTANCE</b>						
001-5302-5305	MOTOR VEHICLE INSURANCE	0	0	2,000	2,000	2,000
001-5302-5701	GENERAL RELIEF-LOCAL CONTRIBUTION	450,000	450,000	583,956	550,000	583,956
001-5302-5703	COMPREHENSIVE SERVICES ACT	70,000	91,060	91,060	91,060	91,060
001-5302-5705	YOUTH & SENIOR INITIATIVE	30,000	30,000	30,000	30,000	30,000
001-5302-5706	COMPREHENSIVE SVC ACT-ADMIN	5,000	5,691	5,691	5,691	5,691
001-5302-5707	AT-RISK PREVENTION	15,000	15,000	15,000	15,000	15,000
001-5302-5708	SUMMER YOUTH PROGRAM	35,000	35,000	35,000	35,000	35,000
001-5302-5710	LOCAL HOMELESSNESS PREVENTION	10,000	10,000	10,000	10,000	10,000
001-5302-5713	STATE/LOCAL HOSPITALIZATION	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL PUBLIC ASSISTANCE	615,000	636,751	772,707	738,751	772,707
<b>PUBLIC ASSISTANCE - TRANSPORTATION</b>						
001-5305-30041	MAINTENANCE, CARS & TRUCKS	278	93	200	200	200
001-5305-54081	CAR & TRUCK SUPPLIES	274	237	300	300	300
001-5305-54082	TIRES	0	217	400	400	400
001-5305-54083	GAS & OIL	<u>5,147</u>	<u>3,169</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
	TOTAL PUBLIC ASSIST.-TRANS.	5,699	3,716	3,900	3,900	3,900
<b>SCHOOL BOARD</b>						
001-6101-1001	SALARIES	11,550	11,000	12,100	11,000	11,000
001-6101-2001	FICA	<u>884</u>	<u>842</u>	<u>925</u>	<u>842</u>	<u>842</u>
	TOTAL SCHOOL BOARD	12,434	11,842	13,025	11,842	11,842

## CITY OF WILLIAMSBURG

## GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2013

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	ACTUAL <u>FY 2010</u>	ACTUAL <u>FY 2011</u>	BUDGET <u>FY 2012</u>	ESTIMATED <u>FY 2012</u>	ADOPTED <u>FY 2013</u>
<u><b>JOINT SCHOOL OPERATIONS</b></u>						
001-6103-6001	SCHOOLS	6,148,652	6,206,332	6,469,380	6,469,380	6,969,820
001-6103-6002	SALES TAX FOR EDUCATION	<u>762,060</u>	<u>773,000</u>	<u>856,098</u>	<u>856,098</u>	<u>772,468</u>
	TOTAL SCHOOL OPERATIONS	6,910,712	6,979,332	7,325,478	7,325,478	7,742,288
<u><b>RECREATION - ADMINISTRATION</b></u>						
001-7101-1001	SALARIES	140,605	163,434	172,224	172,000	182,001
001-7101-1003	PART-TIME SALARIES	41,166	40,020	51,000	45,000	51,000
001-7101-2001	FICA	14,080	15,875	16,555	16,400	17,825
001-7101-2002	RETIREMENT [VRS]	17,935	17,876	28,028	28,028	29,354
001-7101-2004	DENTAL	3,739	1,387	5,000	3,000	1,000
001-7101-2005	HOSPITALIZATION	16,510	21,889	26,800	26,800	26,800
001-7101-2006	GROUP LIFE INSURANCE	700	304	819	452	2,379
001-7101-2010	WORKERS COMPENSATION	1,865	1,669	2,000	1,663	1,700
001-7101-2016	TRAINING	1,170	240	1,500	800	1,000
001-7101-3001	PROFESSIONAL HEALTH SERVICES	0	144	120	144	250
001-7101-30041	MAINTENANCE, CARS & TRUCKS	42	268	300	300	400
001-7101-30042	MAINTENANCE, BUILDINGS	17,194	11,652	20,000	16,000	16,000
001-7101-30043	MAINTENANCE, OFFICE EQUIPMENT	34	0	100	100	100
001-7101-30044	MAINTENANCE, POWERED EQUIPMENT	0	341	500	500	500
001-7101-3005	MAINTENANCE, SERVICE CONTRACTS	6,326	7,272	8,400	8,400	9,000
001-7101-3007	ADVERTISING	744	739	1,000	1,000	1,000
001-7101-3008	LAUNDRY & DRY CLEANING	89	30	250	250	250
001-7101-3033	EXTERMINATING CONTRACT	1,044	1,044	1,200	1,200	1,050
001-7101-5101	ELECTRICITY	29,315	39,667	42,000	40,000	42,000
001-7101-5102	HEATING	5,591	5,027	7,000	5,500	6,000
001-7101-5201	POSTAGE	82	908	800	800	800
001-7101-5203	TELECOMMUNICATION	5,117	3,880	6,000	3,400	3,500
001-7101-5302	FIRE INSURANCE	4,838	4,693	5,000	4,693	4,750
001-7101-5307	PUBLIC OFFICIAL LIABILITY	550	527	600	505	530
001-7101-5308	GENERAL LIABILITY	1,359	648	1,400	635	700
001-7101-5401	OFFICE SUPPLIES	2,211	2,158	2,000	2,000	1,600
001-7101-5405	LAUNDRY, HOUSEKEEPING, JANITOR	3,439	3,000	4,000	3,800	4,000
001-7101-5408	VEHICLE POWERED EQUIP.-SUPPLIES	0	0	100	100	100
001-7101-54081	CAR & TRUCK SUPPLIES	22	0	0	0	0
001-7101-54083	GAS & OIL	332	59	0	0	0
001-7101-5411	BOOKS & SUBSCRIPTIONS	100	0	100	100	100
001-7101-5413	OTHER OPERATING SUPPLIES	1,184	1,960	2,500	2,000	2,500
001-7101-5501	TRAVEL - MILEAGE	59	0	100	100	50
001-7101-5504	TRAVEL - CONFERENCES	1,226	482	1,250	1,250	1,250
001-7101-5801	DUES & ASSOCIATION MEMBERSHIPS	235	200	250	250	250
001-7101-7002	FURNITURE & FIXTURES	2,276	1,571	0	0	0
001-7101-7007	ADP EQUIPMENT	<u>1,111</u>	<u>1,405</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL RECREATION - ADMINISTRATION	322,290	350,369	408,896	387,170	409,739

## CITY OF WILLIAMSBURG

## GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2013

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
<b>RECREATION - PARKS</b>						
001-7102-1001	SALARIES	84,977	26,513	30,357	30,357	32,087
001-7102-1003	PART-TIME SALARIES	101,582	106,972	118,600	110,000	118,600
001-7102-2001	FICA	14,662	11,124	11,395	9,950	11,528
001-7102-2002	RETIREMENT [VRS]	12,970	13,990	4,941	4,941	5,175
001-7102-2004	DENTAL	2,201	113	1,500	1,500	0
001-7102-2005	HOSPITALIZATION	12,518	7,011	7,513	7,513	7,513
001-7102-2006	GROUP LIFE INSURANCE	493	238	150	112	419
001-7102-2010	WORKERS COMPENSATION	4,271	3,338	3,900	3,326	3,350
001-7102-30042	MAINTENANCE, BUILDINGS	1,558	1,667	1,500	1,500	1,500
001-7102-30044	MAINTENANCE, EQUIPMENT	1,474	1,050	2,000	2,000	2,000
001-7102-3006	PRINTING	1,053	1,739	2,000	2,000	2,000
001-7102-3007	ADVERTISING	210	384	500	500	500
001-7102-5101	ELECTRICITY	3,355	4,324	5,000	4,500	5,000
001-7102-5201	POSTAGE	0	0	150	150	0
001-7102-5203	TELECOMMUNICATION	3,894	3,353	4,500	3,200	3,400
001-7102-5302	FIRE INSURANCE	1,452	1,408	1,500	1,408	1,430
001-7102-5307	PUBLIC OFFICIAL LIABILITY	550	527	600	505	530
001-7102-5308	GENERAL LIABILITY	405	432	500	423	430
001-7102-5401	OFFICE SUPPLIES	675	510	700	500	700
001-7102-5403	AGRICULTURAL SUPPLIES	4,415	4,305	5,000	5,000	5,000
001-7102-5404	MEDICAL SUPPLIES	35	0	100	100	100
001-7102-5405	LAUNDRY, HOUSEKEEPING, JANITOR	1,387	2,449	2,000	2,000	2,000
001-7102-5407	REPAIR & MAINTENANCE SUPPLIES	1,817	2,186	2,500	2,500	2,500
001-7102-5408	VEHICLE POWERED EQUIP/SUPPLIES	253	99	250	250	250
001-7102-54083	GAS & OIL	145	268	250	500	0
001-7102-54084	EQUIPMENT SUPPLIES	391	143	400	300	400
001-7102-5410	UNIFORMS & APPAREL	560	649	650	600	650
001-7102-5411	BOOKS & SUBSCRIPTIONS	10	10	50	50	50
001-7102-5413	OTHER OPERATING SUPPLIES	3,610	3,407	4,000	4,000	4,000
001-7102-5414	MERCHANDISE FOR RESALE	6,856	5,938	7,000	6,000	6,500
001-7102-5416	NRPA-TAKE ME FISHING PROGRAM	5,000	4,000	4,000	0	0
001-7102-5801	DUES & ASSOCIATION MEMBERSHIPS	105	105	125	105	125
001-7102-7001	MACHINERY & EQUIPMENT	266	913	1,000	1,000	1,000
001-7102-7002	FURNITURE & FIXTURES	284	695	0	0	0
001-7102-7005	MOTOR VEHICLES & EQUIPMENT	7,209	8,316	8,500	8,500	8,500
001-7102-8001	LEASE / RENT OF EQUIPMENT	1,461	1,254	1,800	1,800	2,000
	TOTAL RECREATION - PARKS	282,104	219,430	234,931	217,090	229,237

## CITY OF WILLIAMSBURG

## GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2013

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
<b>RECREATION - PROGRAMS</b>						
001-7104-1001	SALARIES	155,047	154,444	159,178	158,000	168,595
001-7104-1003	PART-TIME SALARIES & WAGES	41,238	40,253	42,500	42,500	42,500
001-7104-2001	FICA	19,402	19,112	15,182	15,150	16,149
001-7104-2002	RETIREMENT [VRS]	23,827	24,873	25,966	25,963	27,192
001-7104-2004	DENTAL	3,296	2,466	4,000	4,000	1,000
001-7104-2005	HOSPITALIZATION	30,886	33,377	31,060	31,060	31,060
001-7104-2006	GROUP LIFE INSURANCE	910	424	772	444	2,203
001-7104-2010	WORKERS COMPENSATION	8,338	7,095	8,000	7,067	7,100
001-7104-3002	PROFESSIONAL SERVICES	186,067	179,831	190,000	180,000	185,000
001-7104-3004	REPAIR & MAINTENANCE	51	63	100	100	100
001-7104-30041	MAINTENANCE, CARS & TRUCKS	95	275	300	300	300
001-7104-30042	MAINTENANCE, BUILDINGS	6,380	8,715	9,000	9,000	9,000
001-7104-30043	MAINTENANCE, OFFICE EQUIPMENT	0	0	400	400	300
001-7104-30044	MAINTENANCE, POWERED EQUIPMENT	318	50	500	500	500
001-7104-3005	MAINTENANCE, SERVICE CONTRACTS	1,607	395	2,500	1,500	2,000
001-7104-30051	MAINTENANCE, POOL CONTRACT	54,442	30,725	42,000	42,000	40,000
001-7104-3006	PRINTING	2,800	3,630	3,000	3,000	3,000
001-7104-3007	ADVERTISING	216	264	1,000	1,000	1,000
001-7104-3008	LAUNDRY & DRY CLEANING	231	230	400	400	400
001-7104-5101	ELECTRICITY	8,025	13,037	15,000	15,000	15,000
001-7104-5201	POSTAGE	284	278	1,000	500	500
001-7104-5203	TELECOMMUNICATION	6,867	5,585	7,500	6,000	4,100
001-7104-5301	BOILER INSURANCE	175	168	200	159	180
001-7104-5302	FIRE INSURANCE	1,452	1,912	1,500	1,408	1,450
001-7104-5305	MOTOR VEHICLE INSURANCE	1,798	1,809	2,000	1,695	1,800
001-7104-5307	PUBLIC OFFICIAL LIABILITY	550	527	600	505	530
001-7104-5308	GENERAL LIABILITY	405	432	450	424	430
001-7104-5401	OFFICE SUPPLIES	730	1,057	1,000	800	1,000
001-7104-5405	LAUNDRY, HOUSEKEEPING, JANITOR	1,758	1,911	2,000	2,000	2,000
001-7104-5407	REPAIR & MAINTENANCE SUPPLIES	397	374	750	750	750
001-7104-5408	VEHICLE POWERED EQUIP.-SUPPLIES	11	64	500	500	250
001-7104-54081	CAR & TRUCK SUPPLIES	979	651	600	600	700
001-7104-54082	TIRES	1,107	0	200	200	200
001-7104-54083	GAS & OIL	4,631	4,951	5,500	5,500	6,000
001-7104-54084	EQUIPMENT SUPPLIES	34	131	300	300	300
001-7104-5410	UNIFORMS & APPAREL	800	800	800	800	800
001-7104-5411	BOOKS & SUBSCRIPTIONS	0	0	50	50	50
001-7104-5412	RECREATIONAL SUPPLIES	7,334	7,941	8,000	8,000	8,000
001-7104-5413	OTHER OPERATING SUPPLIES	6,453	6,715	7,500	7,500	7,500
001-7104-5416	POOL SUPPLIES	6,150	0	0	0	0
001-7104-5501	TRAVEL -MILEAGE	1,317	997	1,750	1,300	1,500
001-7104-5801	DUES & ASSOCIATION MEMBERSHIPS	200	70	200	200	200
001-7104-7001	MACHINERY & EQUIPMENT	14,953	14,851	22,000	22,000	15,000
001-7104-7002	FURNITURE & FIXTURES	530	237	0	0	0
001-7104-7005	MOTOR VEHICLES & EQUIPMENT	716	0	500	500	500
001-7104-8001	LEASE/RENT OF EQUIPMENT	9,428	9,598	13,500	13,500	12,000
	TOTAL RECREATION - PLAYGROUNDS	612,235	580,318	629,258	612,575	618,140

## CITY OF WILLIAMSBURG

## GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2013

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
<b><u>CEMETERY</u></b>						
001-7108-1001	SALARIES	31,764	31,792	32,454	32,431	34,279
001-7108-1002	SALARIES - OVERTIME	693	880	500	800	500
001-7108-2001	FICA	2,341	2,324	2,457	2,450	2,661
001-7108-2002	RETIREMENT [VRS]	4,849	5,146	5,286	5,280	5,529
001-7108-2004	DENTAL	973	230	1,500	1,000	0
001-7108-2005	HOSPITALIZATION	9,184	10,342	11,774	11,774	11,774
001-7108-2006	GROUP LIFE INSURANCE	185	88	157	90	448
001-7108-2010	WORKERS COMPENSATION	932	835	1,120	831	840
001-7108-30044	MAINTENANCE, EQUIPMENT	0	26	500	250	500
001-7108-3005	MAINTENANCE, SERVICE CONTRACTS	388	0	400	200	400
001-7108-3008	LAUNDRY & DRY CLEANING	360	360	400	400	400
001-7108-5101	ELECTRICITY	323	404	350	350	350
001-7108-5203	TELECOMMUNICATION	1,646	1,466	1,500	1,500	1,500
001-7108-5307	PUBLIC OFFICIAL LIABILITY	550	527	625	505	625
001-7108-5403	AGRICULTURAL SUPPLIES	0	78	500	300	300
001-7108-54082	TIRES	0	0	100	112	100
001-7108-54083	GAS & OIL	239	164	200	200	200
001-7108-54084	EQUIPMENT SUPPLIES	60	115	500	500	500
001-7108-5413	OTHER OPERATING SUPPLIES	370	357	3,025	2,000	1,500
001-7108-7006	REPURCHASE OF CEMETERY LOTS	<u>1,125</u>	<u>400</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
	TOTAL CEMETERY	55,982	55,534	64,347	61,973	63,406
<b><u>REGIONAL LIBRARY</u></b>						
001-7302-5413	BUILDINGS-GROUNDS-MAINTENANCE	20	668	2,000	2,000	2,000
001-7302-6002	REGIONAL LIBRARY-CONTRACT	<u>840,707</u>	<u>750,291</u>	<u>779,369</u>	<u>779,369</u>	<u>819,506</u>
	TOTAL REGIONAL LIBRARY	840,727	750,959	781,369	781,369	821,506
<b><u>PLANNING</u></b>						
001-8101-1001	SALARIES	283,237	284,264	287,771	283,200	304,104
001-8101-2001	FICA	20,910	20,591	21,582	21,500	23,264
001-8101-2002	RETIREMENT [VRS]	43,266	45,938	46,835	46,832	49,048
001-8101-2004	DENTAL	1,212	3,793	3,000	3,000	3,000
001-8101-2005	HOSPITALIZATION	34,974	38,560	39,840	38,960	38,960
001-8101-2006	GROUP LIFE INSURANCE	1,655	782	1,397	798	3,974
001-8101-2010	WORKERS COMPENSATION	746	668	1,500	665	780
001-8101-2013	EDUCATION ASSISTANCE	0	0	2,000	0	0
001-8101-2016	TRAINING	3,388	634	3,000	2,000	3,000
001-8101-3001	COMPREHENSIVE PLAN	0	0	30,000	15,000	30,000
001-8101-3002	PROFESSIONAL SERVICES	25,800	41,941	30,000	30,000	30,000
001-8101-3004	REPAIR & MAINTENANCE	27	27	100	50	100
001-8101-30041	MAINTENANCE, CARS & TRUCKS	16	16	750	100	750
001-8101-3006	PRINTING	1,949	402	4,000	2,000	3,000
001-8101-3007	ADVERTISING	6,997	4,499	25,000	5,000	10,000
001-8101-5201	POSTAGE	942	728	3,000	1,000	3,000
001-8101-5203	TELECOMMUNICATION	5,999	5,878	6,500	6,000	6,500
001-8101-5305	MOTOR VEHICLE INSURANCE	899	904	1,000	900	900
001-8101-5307	PUBLIC OFFICIAL LIABILITY	8,243	7,904	8,500	7,600	7,800
001-8101-5308	GENERAL LIABILITY	405	432	450	430	450
001-8101-5401	OFFICE SUPPLIES	5,114	4,604	6,000	5,000	5,000
001-8101-54081	CAR & TRUCK SUPPLIES	106	130	150	130	150
001-8101-54082	TIRES	23	0	150	0	150
001-8101-54083	GAS & OIL	639	341	800	800	800
001-8101-5411	BOOKS & SUBSCRIPTIONS	3,223	3,050	3,000	3,000	3,000
001-8101-5413	OTHER OPERATING SUPPLIES	760	1,546	2,000	2,000	2,000

## CITY OF WILLIAMSBURG

## GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2013

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
001-8101-5501	TRAVEL - MILEAGE	0	174	400	400	400
001-8101-5504	TRAVEL - CONFERENCES	2,335	3,091	4,000	4,000	4,000
001-8101-5505	AWARD PROGRAMS	60	304	1,000	300	1,000
001-8101-5507	NEIGHBORHOOD ENHANCEMENT PROG.	693	1,194	1,500	1,500	1,500
001-8101-5801	DUES & ASSOCIATION MEMBERSHIPS	1,853	1,724	2,000	2,000	2,000
001-8101-7001	MACHINERY & EQUIPMENT	0	1,000	500	0	500
001-8101-7002	FURNITURE & FIXTURES	0	0	0	0	0
001-8101-7007	ADP EQUIPMENT	313	168	0	0	0
	TOTAL PLANNING	455,784	475,287	537,724	484,165	539,130
<b>CONTRIBUTIONS TO OTHER ENTITIES</b>						
001-8102-5604	TNCC-SITE IMPROVEMENTS	6,200	9,019	7,892	7,892	7,892
001-8102-56041	TNCC-DISCOVERY CENTER LEASE	2,700	0	0	0	3,205
001-8102-56043	TNCC-WORKFORCE DEV. CENTER	10,500	10,500	10,500	10,500	10,500
001-8102-56045	CHILD DEV. RESOURCES	0	0	0	0	10,000
001-8102-56047	VA ARTS FESTIVAL	50,000	48,750	50,000	50,000	50,000
001-8102-56048	VIRGINIANS FOR HIGH SPEED RAIL	4,750	4,500	4,500	4,500	4,500
001-8102-56049	WMSBG AREA DESTINATION MKTG	1,277,760	1,299,244	1,500,000	1,500,000	1,300,000
001-8102-5604A	HAMPTON RDS PLANNING DISTRICT COM	10,884	10,612	11,264	10,724	10,982
001-8102-5604B	WMSBG CHAMBER & TOURISM ALLIANCE	880,000	677,000	650,000	650,000	650,000
001-8102-5604C	COMMUNITY ACTION AGENCY	17,585	17,585	17,585	17,585	17,585
001-8102-5604D	LITERACY FOR LIFE	500	500	500	500	500
001-8102-5604E	PENINSULA AGENCY ON AGING	5,000	5,000	5,000	5,000	5,000
001-8102-5604F	UNITED WAY-INFO & REFERRAL	6,300	6,300	6,500	6,500	6,500
001-8102-5604G	COMMUNITY SERVICES COALITION	9,000	5,000	5,000	5,000	5,000
001-8102-5604H	WILLIAMSBURG AREA TRANSPORT	265,000	265,000	265,000	265,000	265,000
001-8102-5604I	HOSPICE OF WILLIAMSBURG	10,000	5,000	5,000	5,000	5,000
001-8102-5604J	COLONIAL WILLIAMSBURG FOUNDATION	1,320,000	1,273,000	1,300,000	1,300,000	1,300,000
001-8102-5604K	AVALON	17,000	17,000	18,700	18,700	18,700
001-8102-5604M	PENINSULA COUNCIL WORK. DEV.	5,947	5,949	5,949	5,949	5,947
001-8102-5604N	NN / W INT. AIRPORT-AIR SERVICE FUND	4,245	4,245	4,245	4,245	4,245
001-8102-5604P	COLONIAL CASA	6,300	6,300	6,300	6,300	6,300
001-8102-5604Q	WILLIAMSBURG AIDS NETWORK	1,800	1,800	0	0	0
001-8102-5604R	HERITAGE HUMANE SOCIETY	15,200	14,000	14,000	14,000	14,000
001-8102-5604T	PEN. CENTER FOR INDEP. LIVING	900	900	900	900	900
001-8102-5604U	BIG BROTHERS / BIG SISTERS	4,657	3,000	3,000	3,000	0
001-8102-5604V	HAMPTON ROADS PARTNERSHIP	5,050	4,900	4,900	4,900	4,900
001-8102-5604V1	HRP-FILM OFFICE	5,000	0	0	0	0
001-8102-5604X	HISTORIC TRIANGLE SENIOR CENTER	15,027	10,000	10,000	10,000	10,000
001-8102-5604X1	HISTORIC TRIANGLE SUBST ABUSE COAI	3,600	0	0	0	0
001-8102-5604Y	FARMERS' MARKET	3,800	3,800	3,800	3,800	3,800
001-8102-5604Z	WMSBG LAND CONSERVANCY	9,500	5,000	5,000	5,000	5,000
001-8102-5605	PENINSULA COMM. ON HOMELESSNESS	2,759	2,759	2,759	2,759	2,759
001-8102-5610	VA SYMPHONY-MATOAKA CONCERT	10,000	5,000	5,000	5,000	5,000
001-8202-5604	COLONIAL SOIL & WATER CONSERV.	2,655	2,655	2,655	2,655	2,655
001-8202-5604B	CHILD & FAMILY CONNECTION	900	0	0	0	0
001-8202-5605	CROSSROADS SUPPORT	0	2,500	2,500	2,500	0
001-8202-5605A	HAMPTON ROADS ECON. DEV. ALLIANCE	11,812	11,857	11,857	11,857	11,857
001-8202-5605C	CONTRIBUTION - WRHA	35,000	0	0	0	0
001-8202-5605E	FEDERAL FACILITIES ALLIANCE	6,645	6,479	6,479	6,479	6,479
001-8202-5606	HISTORIC TRIANGLE COLLABORATIVE	7,000	7,000	6,650	6,650	6,500
	TOTAL CONTRIBUTIONS	4,050,976	3,752,154	3,953,435	3,952,895	3,760,706

## CITY OF WILLIAMSBURG

## GENERAL FUND OPERATING BUDGET - FISCAL YEAR 2013

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
<b><u>ARTS COMMISSION</u></b>						
001-8102-5605A	WILLIAMSBURG SYMPHONIA	12,740	11,808	11,500	11,500	11,500
001-8102-5605B	VIRGINIA SYMPHONY	12,740	10,630	10,500	10,500	10,500
001-8102-5605C	WMSBG WOMENS CHORUS INC	1,715	0	750	750	900
001-8102-5605D	TIDEWATER CLASSIC GUITAR	2,450	2,389	2,300	2,300	2,000
001-8102-5605E	VIRGINIA CHORAL SOCIETY	196	241	200	200	200
001-8102-5605F	WILLIAMSBURG CHORAL GUILD	4,410	4,825	4,500	4,500	4,500
001-8102-5605G	WILLIAMSBURG CONSORT	2,205	1,930	2,000	2,000	2,000
001-8102-5605H	PUBLICK TIMES CHORUS	833	772	750	750	800
001-8102-5605I	VIRGINIA OPERA	8,330	7,720	7,000	7,000	7,000
001-8102-5605J	WILLIAMSBURG YOUTH ORCHESTRA	4,410	4,246	4,200	4,200	3,800
001-8102-5605K	WILLIAMSBURG PLAYERS	6,370	6,031	6,000	6,000	6,000
001-8102-5605L	THEATRE IV	3,430	2,895	2,900	2,900	1,000
001-8102-5605M	YOUNG AUDIENCES	2,940	2,606	2,600	2,600	2,900
001-8102-5605N	VA SHAKESPEARE FESTIVAL	7,840	6,273	6,250	6,250	7,000
001-8102-5605O	INSTITUTE FOR DANCE	1,470	0	1,250	1,250	1,250
001-8102-5605Q	MUSCARELLE MUSEUM	0	0	1,000	1,000	900
001-8102-5605R	THIS CENTURY GALLERY	10,780	10,133	10,500	10,500	10,500
001-8102-5605S	CHESAPEAKE BAY WIND ENSEMBLE	0	0	200	200	0
001-8102-5605T	AN OCCASION FOR THE ARTS	3,528	4,343	5,395	5,395	8,100
001-8102-5605U	WHRO - TV	2,450	2,605	2,500	2,500	3,000
001-8102-5605V	CULTURAL ALLIANCE	1,960	1,785	1,000	1,000	0
001-8102-5605X	W A A C - ADMIN EXPENSES	420	109	400	400	400
001-8102-5605Y	WMSBG YOUTH WIND ENSEMBLE	0	0	0	0	750
001-8102-5605Z	FIRST NIGHT OF WILLIAMSBURG	9,310	8,685	8,700	8,700	9,000
001-8102-5606	WILLIAMSBURG MUSIC CLUB	794	965	1,000	1,000	1,000
001-8102-5606C	STAGELIGHTS	2,205	2,027	2,000	2,000	2,000
001-8102-5606D	CELEBRATE YORKTOWN COMMITTEE	490	0	500	500	500
001-8102-5606J	VA ARTS FESTIVAL	5,390	5,307	5,500	5,500	7,000
001-8102-5606N	FLUTE FRENZY	794	772	750	750	1,000
001-8102-5606O	VIRGINIA STAGE COMPANY	490	434	425	425	320
001-8102-5606P	COMMUNITY ALLIANCE / PERF. ARTS	2,940	1,737	1,530	1,530	0
001-8102-5606Q	WRL FOUNDATION	7,350	6,513	6,500	6,500	6,500
001-8102-5606R	VIRGINIA PREMIER THEATRE	0	483	0	0	0
001-8102-5606U	VIRGINIA CHORALE	2,450	2,292	1,800	1,800	1,750
001-8102-5606V	ARC OF GREATER WILLIAMSBURG	0	2,895	3,000	3,000	3,530
001-8102-5606W	WILLIAMSBURG YOUTH HARP SOCIETY	3,430	1,930	1,000	1,000	0
001-8102-5606X	VA REGIONAL BALLET	3,920	3,764	3,600	3,600	2,400
	TOTAL ARTS COMMISSION	130,780	119,145	120,000	120,000	120,000
	TOTAL GENERAL FUND EXPENDITURES	30,328,890	29,881,409	31,971,689	31,617,636	32,345,107

## CITY OF WILLIAMSBURG

## UTILITY FUND OPERATING BUDGET - FISCAL YEAR 2013

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
<u>REVENUES:</u>						
010-0610-1101	WATER SERVICE	3,780,549	4,140,893	4,151,250	4,200,000	4,452,000
010-0610-1101A	SEWER SERVICE	1,232,000	1,378,041	1,200,000	1,400,000	1,400,000
010-0610-1102	WATER CONNECTIONS	4,000	2,800	8,000	2,000	2,000
010-0610-11021	HRSD TAP FEES	56,595	89,525	60,000	60,000	60,000
010-0610-1102A	SEWER CONNECTIONS	3,200	800	2,000	1,000	1,000
010-0610-1103	PENALTIES - WATER & SEWER	18,746	28,043	15,000	18,000	18,000
010-0610-1110	OTHER SOURCES	133,396	1,532,010	8,000	5,000	8,000
010-0610-1111	INTEREST EARNINGS	26,248	8,536	10,000	10,000	10,000
010-0610-1118	WATER TANK-ANTENNA CONTRACTS	137,040	140,340	140,000	140,000	150,000
010-0610-1120	WATER & SEWER AVAILABILITY	303,435	331,500	160,000	160,000	160,000
010-0610-1122	TRANSFER - CAPITAL PROJECTS	-150,567	-2,165,918	-4,006	-133,139	-209,047
	TOTAL UTILITY FUND REVENUES	5,544,642	5,486,570	5,750,244	5,862,861	6,051,953
<u>EXPENSES</u>						
	<u>ADMINISTRATION</u>					
010-1900-1001	SALARIES	220,380	219,638	288,372	288,000	313,426
010-1900-2001	FICA	16,024	15,695	22,060	22,060	23,977
010-1900-2002	RETIREMENT [VRS]	33,585	35,644	46,988	46,988	50,605
010-1900-2004	DENTAL	3,060	4,148	4,000	4,000	4,000
010-1900-2005	HOSPITALIZATION	18,313	21,064	28,418	22,600	16,460
010-1900-2006	GROUP LIFE INSURANCE	1,285	607	1,429	1,429	4,101
010-1900-2010	WORKERS COMPENSATION	2,798	2,504	10,500	10,500	2,600
010-1900-2011	CAR ALLOWANCE	0	0	0	0	7,200
010-1900-2013	EDUCATION ASSISTANCE	96	0	400	400	0
010-1900-3002	PROFESSIONAL SERVICE-OTHER	2,116	2,146	4,000	4,000	4,000
010-1900-30041	MAINTENANCE, CARS AND TRUCKS	16	16	500	500	500
010-1900-3006	PRINTING	265	334	500	500	500
010-1900-3007	ADVERTISING	462	190	500	500	500
010-1900-5201	POSTAGE	7,080	6,790	6,500	6,500	6,500
010-1900-5203	TELECOMMUNICATION	3,609	3,285	4,500	4,500	4,500
010-1900-5204	RADIO	590	585	550	550	550
010-1900-5302	FIRE	484	469	550	550	550
010-1900-5305	MOTOR VEHICLE	1,798	1,809	1,900	1,900	1,900
010-1900-5401	OFFICE SUPPLIES	3,875	3,496	2,000	2,000	2,000
010-1900-54081	CAR & TRUCK SUPPLIES	295	693	500	500	500
010-1900-54083	GAS & OIL	631	559	750	750	750
010-1900-5411	BOOKS & SUBSCRIPTIONS	0	0	200	200	200
010-1900-5413	OTHER OPERATING SUPPLIES	262	1,393	2,500	2,500	2,500
010-1900-5504	TRAVEL (CONVENTION & EDUCATION)	217	755	550	550	550
010-1900-5801	DUES & SUBSCRIPTIONS	56	45	600	600	600
010-1900-5869	COMPENSATION CONTINGENCY	0	0	30,000	30,000	0
010-1900-7002	FURNITURE & FIXTURES	0	611	500	500	500
010-1900-7005	MOTOR VEHICLES & EQUIPMENT	0	0	1,000	1,000	1,000
010-1900-7008	OVERHEAD CHARGES	610,637	547,833	620,000	620,000	600,000
010-1900-7009	DEPRECIATION EXPENSE	806,707	801,254	845,000	800,000	845,000
	TOTAL ADMINISTRATION	1,734,641	1,671,563	1,925,267	1,874,077	1,895,469

## CITY OF WILLIAMSBURG

## UTILITY FUND OPERATING BUDGET - FISCAL YEAR 2013

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
<b><u>WATER TREATMENT</u></b>						
010-1910-1001	SALARIES	450,394	468,131	473,587	473,587	514,235
010-1910-1002	SALARIES - OVERTIME	0	72	500	500	500
010-1910-1006	DISCRETIONARY LEAVE	1,373	1,300	2,000	2,000	2,000
010-1910-2001	FICA	33,820	34,955	36,183	36,183	39,530
010-1910-2002	RETIREMENT [VRS]	60,547	65,559	77,497	77,497	83,383
010-1910-2004	DENTAL	5,088	5,164	8,000	8,000	5,070
010-1910-2005	HOSPITALIZATION	58,339	68,672	69,900	73,800	75,100
010-1910-2006	GROUP LIFE INSURANCE	2,339	1,117	2,357	2,357	6,757
010-1910-2010	WORKERS COMPENSATION	10,725	9,599	11,500	11,500	9,800
010-1910-2016	TRAINING	1,206	3,829	5,000	5,000	5,000
010-1910-3002	PROFESSIONAL SERVICE-OTHER	40,437	21,689	20,000	20,000	20,000
010-1910-3004	REPAIR & MAINTENANCE	3,637	5,445	7,000	7,000	7,000
010-1910-30041	MAINTENANCE, CARS & TRUCKS	16	66	500	500	500
010-1910-30042	MAINTENANCE, BUILDING	860	102	5,000	5,000	5,000
010-1910-30044	MAINTENANCE, POWERED EQUIPMENT	9,031	0	7,000	7,000	7,000
010-1910-3005	MAINTENANCE, SERVICE CONTRACTS	1,641	2,057	2,500	2,500	2,500
010-1910-3007	ADVERTISING	654	978	750	750	750
010-1910-5101	ELECTRICITY	103,047	121,459	112,000	112,000	112,000
010-1910-5201	POSTAGE	3,341	862	2,000	2,000	2,000
010-1910-5203	TELECOMMUNICATION	1,456	1,270	1,650	1,650	1,650
010-1910-5204	RADIO	399	440	150	150	150
010-1910-5301	BOILER	349	335	480	480	480
010-1910-5302	FIRE	3,871	3,755	4,300	4,300	4,300
010-1910-5305	MOTOR VEHICLES	599	603	650	650	650
010-1910-5308	GENERAL LIABILITY	9,721	10,378	12,000	12,000	12,000
010-1910-5401	OFFICE SUPPLIES	766	712	1,700	1,700	1,700
010-1910-5404	MEDICAL & LAB SUPPLIES	4,708	4,780	7,000	7,000	7,000
010-1910-5405	LAUNDRY,HOUSEKEEPING, JANITOR	2,034	1,968	1,000	1,000	1,000
010-1910-5407	REPAIR & MAINTENANCE SUPPLIES	17,794	21,200	25,000	25,000	25,000
010-1910-54081	CAR AND TRUCK SUPPLIES	568	603	600	600	600
010-1910-54082	TIRES	0	0	200	200	200
010-1910-54083	GAS AND OIL	2,133	779	2,100	2,100	2,100
010-1910-54084	POWERED EQUIPMENT SUPPLIES	188	0	1,000	1,000	1,000
010-1910-54086	GENERATOR FUEL	0	2,164	8,000	8,000	8,000
010-1910-5410	UNIFORMS & WEARING APPAREL	1,265	2,173	3,000	3,000	3,000
010-1910-5411	BOOKS & SUBSCRIPTIONS	0	220	400	400	400
010-1910-5413	OTHER OPERATING SUPPLIES/CHEMICAL	217,560	208,591	260,000	260,000	260,000
010-1910-5501	TRAVEL (MILEAGE)	0	89	0	0	0
010-1910-5504	TRAVEL (CONVENTION & EDUCATION)	0	2	750	750	750
010-1910-5651	TAXES	68,598	34,983	75,000	0	75,000
010-1910-5801	DUES & ASSOCIATION MEMBERSHIPS	0	0	200	200	200
010-1910-7002	FURNITURE & FIXTURES	500	0	2,500	2,500	2,500
010-1910-7005	MOTOR VEHICLES & EQUIPMENT	0	5,422	10,000	10,000	10,000
010-1910-7007	ADP EQUIPMENT	4,392	2,131	5,000	5,000	5,000
	TOTAL WATER TREATMENT	1,123,396	1,113,654	1,265,953	1,194,853	1,320,805

## CITY OF WILLIAMSBURG

## UTILITY FUND OPERATING BUDGET - FISCAL YEAR 2013

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
<b><u>WATER SYSTEM</u></b>						
010-1920-1001	SALARIES	269,569	239,318	198,680	198,680	212,150
010-1920-1002	SALARIES - OVERTIME	13,232	9,942	9,000	9,000	9,000
010-1920-1003	PART-TIME SALARIES	0	0	2,000	2,000	2,000
010-1920-2001	FICA	20,947	19,931	16,041	16,041	17,071
010-1920-2002	RETIREMENT [VRS]	31,394	33,179	32,398	32,398	34,279
010-1920-2004	DENTAL	6,681	6,940	6,000	6,000	6,000
010-1920-2005	HOSPITALIZATION	44,497	49,555	57,618	57,618	30,400
010-1920-2006	GROUP LIFE INSURANCE	1,201	565	985	985	2,778
010-1920-2010	WORKERS COMPENSATION	7,461	6,677	9,000	9,000	6,900
010-1920-2016	TRAINING	470	80	1,000	1,000	0
010-1920-3002	PROFESSIONAL SERVICE OTHER	10,259	11,048	12,000	12,000	12,000
010-1920-30041	MAINTENANCE, CARS AND TRUCKS	2,377	2,417	1,600	1,600	1,600
010-1920-30042	MAINTENANCE, BUILDINGS	374	0	0	0	0
010-1920-30044	MAINTENANCE, POWERED EQUIPMENT	0	414	1,000	1,000	1,000
010-1920-30045	MAINTENANCE, WATER METERS	3,612	2,507	3,000	3,000	3,000
010-1920-3005	MAINTENANCE, SERVICE CONTRACTS	300	300	2,500	2,500	2,500
010-1920-3008	LAUNDRY & DRY CLEANING	5,143	3,297	4,600	4,600	4,600
010-1920-3010	STATE WATERWORKS ASSESSMENT	8,526	8,536	8,700	8,700	8,700
010-1920-5201	POSTAGE	242	40	200	200	200
010-1920-5203	TELECOMMUNICATION	4,826	5,756	4,000	4,000	4,000
010-1920-5204	RADIO	578	484	500	500	500
010-1920-5301	BOILER	349	335	500	500	500
010-1920-5302	FIRE	5,806	5,632	6,300	6,300	6,300
010-1920-5305	MOTOR VEHICLES	5,394	5,427	5,600	5,600	5,600
010-1920-5308	GENERAL LIABILITY	9,923	10,595	11,000	11,000	11,000
010-1920-5401	OFFICE SUPPLIES	825	1,318	800	800	800
010-1920-5405	LAUNDRY, HOUSEKEEPING,JANITOR	777	791	500	500	500
010-1920-5407	REPAIR & MAINTENANCE SUPPLIES	660	601	2,000	2,000	2,000
010-1920-54081	CAR AND TRUCK SUPPLIES	6,279	6,146	6,000	6,000	6,000
010-1920-54082	TIRES	1,774	5,017	1,500	1,500	1,500
010-1920-54083	GAS AND OIL	13,124	16,887	16,500	16,500	16,500
010-1920-54084	POWERED EQUIPMENT SUPPLIES	413	385	1,500	1,500	1,500
010-1920-5410	UNIFORMS & WEARING APPAREL	1,145	2,170	2,800	2,800	2,800
010-1920-5413	OTHER OPERATING SUPPLIES	57,713	43,216	59,000	59,000	59,000
010-1920-5417	WATER METERS	16,322	24,446	25,500	25,500	25,500
010-1920-5504	TRAVEL (CONVENTION & EDUCATION)	0	342	600	600	600
010-1920-7001	MACHINERY & EQUIPMENT	7,408	5,051	11,000	11,000	11,000
010-1920-7005	MOTOR VEHICLES & EQUIPMENT	767	0	11,000	11,000	11,000
010-1920-7007	ADP EQUIPMENT	0	0	500	500	500
010-1920-8001	LEASE/RENT EQUIP	<u>92</u>	<u>0</u>	<u>800</u>	<u>800</u>	<u>800</u>
	TOTAL WATER SYSTEM	560,460	529,345	534,222	534,222	522,077

## CITY OF WILLIAMSBURG

## UTILITY FUND OPERATING BUDGET - FISCAL YEAR 2013

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
<b><u>SEWAGE SYSTEM</u></b>						
010-1940-1001	SALARIES	143,327	166,283	230,222	230,222	224,027
010-1940-1002	SALARIES - OVERTIME	4,306	5,099	3,000	3,000	3,000
010-1940-2001	FICA	11,053	11,270	17,842	17,842	17,368
010-1940-2002	RETIREMENT [VRS]	31,286	31,802	37,474	37,474	36,133
010-1940-2004	DENTAL	177	3,597	5,000	5,000	5,000
010-1940-2005	HOSPITALIZATION	19,958	31,620	36,124	58,900	65,000
010-1940-2006	GROUP LIFE INSURANCE	1,196	542	1,140	1,140	2,928
010-1940-2010	WORKERS COMPENSATION	280	250	7,500	7,500	400
010-1940-2016	TRAINING	40	96	1,000	1,000	0
010-1940-3002	PROFESSIONAL SERVICE-OTHER	18,649	6,708	14,000	14,000	14,000
010-1940-30041	MAINTENANCE, CARS AND TRUCKS	420	25	500	500	500
010-1940-30042	MAINTENANCE, BUILDINGS	0	0	5,000	5,000	5,000
010-1940-30044	MAINTENANCE, POWERED EQUIPMENT	11	1,475	14,000	14,000	14,000
010-1940-3005	MAINTENANCE SERVICE CONTRACTS	1,883	4,733	5,000	5,000	5,000
010-1940-3008	LAUNDRY & DRY CLEANING	422	1,043	1,000	1,000	1,000
010-1940-3032	HRSD SEWAGE	1,294,205	1,475,079	1,160,000	1,460,000	1,460,000
010-1940-5101	ELECTRICITY	25,015	29,411	30,000	30,000	30,000
010-1940-5102	HEATING	1,303	1,423	900	900	900
010-1940-5203	TELECOMMUNICATION	12,939	13,548	14,500	14,500	14,500
010-1940-5204	RADIO	632	536	300	300	300
010-1940-5301	BOILER	349	335	500	500	500
010-1940-5302	FIRE	1,693	1,643	2,000	2,000	2,000
010-1940-5308	GENERAL LIABILITY	9,923	10,595	12,000	12,000	12,000
010-1940-5401	OFFICE SUPPLIES	253	56	300	300	300
010-1940-5405	LAUNDRY, HOUSEKEEPING, JANITOR	152	132	500	500	500
010-1940-5407	REPAIR & MAINTENANCE SUPPLIES	14,561	26,172	20,000	20,000	20,000
010-1940-54081	CAR AND TRUCK SUPPLIES	1,810	1,063	2,000	2,000	2,000
010-1940-54082	TIRES	521	0	800	800	800
010-1940-54083	GAS AND OIL	5,166	4,571	5,000	5,000	5,000
010-1940-54084	EQUIPMENT SUPPLIES	1,598	2,116	4,900	4,900	4,900
010-1940-54086	GENERATOR FUEL	0	0	1,000	1,000	1,000
010-1940-5410	UNIFORMS & WEARING APPAREL	127	448	500	500	500
010-1940-5413	OTHER OPERATING SUPPLIES	21,414	26,414	23,000	23,000	23,000
010-1940-5504	TRAVEL (CONVENTION & EDUCATION)	0	0	300	300	300
010-1940-7005	MOTOR VEHICLES & EQUIPMENT	2,790	5,520	16,000	16,000	16,000
010-1940-7007	ADP EQUIPMENT	223	0	500	500	500
010-1940-8001	LEASE / RENT EQUIPMENT	0	0	1,000	1,000	1,000
	TOTAL SEWAGE SYSTEM	1,627,682	1,863,605	1,674,801	1,997,577	1,989,355

**CITY OF WILLIAMSBURG****UTILITY FUND OPERATING BUDGET - FISCAL YEAR 2013**

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	ACTUAL FY 2010	ACTUAL FY 2011	BUDGET FY 2012	ESTIMATED FY 2012	ADOPTED FY 2013
<b><u>DEBT SERVICE</u></b>						
010-1970-5839	INTEREST PAYMENTS	<u>424,815</u>	<u>255,859</u>	<u>275,000</u>	<u>260,516</u>	<u>249,246</u>
	TOTAL DEBT SERVICE	424,815	255,859	275,000	260,516	249,246
<b><u>PURCHASED SERVICES</u></b>						
010-1985-3015	NNWW - PURCHASE OF WATER	0	0	65,000	0	65,000
010-1985-3016	NNWW - SUPPLEMENTAL WATER-MTCE	<u>73,648</u>	<u>52,544</u>	<u>10,000</u>	<u>1,615</u>	<u>10,000</u>
	TOTAL PURCHASED SERVICES	73,648	52,544	75,000	1,615	75,000
	TOTAL UTILITY FUND EXPENSES	5,544,642	5,486,570	5,750,244	5,862,861	6,051,953

**CITY OF WILLIAMSBURG**
**STAFFING LEVELS - FISCAL YEAR 2013**

	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
<b><u>City Manager's Office</u></b>							
City Manager	1	1	1	1	1	1	1
Assistant City Manager	1	1	1	1	1	1	1
Economic Development Director	1	1	1	1	1	1	1
Communications Specialist	0	0	1	0	0	0	0
Human Resources Specialist	1	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1	1
Administrative Aide	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Sub-total	5.5	5.5	6.5	5.5	5.5	5.5	5.5
<b><u>Clerk of Council / Communication</u></b>							
Clerk of Council	1	1	1	1	1	1	1
Communications Specialist	0	0	0	1	1	1	1
Sub-total	1	1	1	2	2	2	2
<b><u>City Attorney</u></b>							
City Attorney	0	1	1	1	1	1	1
<b><u>Commissioner of Revenue</u></b>							
Commissioner	1	1	1	1	1	1	1
Clerk	2	2	2	2	2	2	2
Sub-total	3	3	3	3	3	3	3
<b><u>Registrar</u></b>							
Registrar	1	1	1	1	1	1	1
Clerk	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Sub-total	1.5	1.5	1.5	1.5	1.5	1.5	1.5
<b><u>Assessor's Office</u></b>							
City Assessor	1	1	1	1	1	1	1
Assessment Technician	1	1	1	1	1	1	1
Sub-total	2	2	2	2	2	2	2
<b><u>Department of Finance</u></b>							
Director of Finance	1	1	1	1	1	1	1
Deputy Director of Finance	1	1	1	1	1	1	1
Financial Technician	4	5	5	5	5	5	4
Utility Account Clerk	1	1	1	1	1	1	1
Compliance/Revenue Mgr.	1	1	1	1	1	1	1
	8	9	9	9	9	9	8
<b><u>Information Technology</u></b>							
IT Director	1	1	1	1	1	1	1
Systems Analyst	1	1	1	1	1	1	1
Systems Technician	1	1	1	1	1	1	1
Sub-total	3	3	3	3	3	3	3
<b><u>Police Department</u></b>							
Police Chief	1	1	1	1	1	1	1
Deputy Police Chief	1	1	1	1	1	1	1
Police Major	2	2	2	2	2	2	2
Police Lieutenant	5	5	5	5	5	5	5
Police Sergeant	4	4	4	4	4	4	4
Police Officer	22	23	23	21	22	23	23
Administrative Secretary	2	2	2	2	2	2	2
Communications Operator	13	13	13	0	0	0	0
Parking Enforcement Officer	2	2	2	2	2	2	2
Parking Garage Attendant	1	1	1	1	1	1	1
Sub-total	53	54	54	39	40	41	41

**CITY OF WILLIAMSBURG**

**STAFFING LEVELS - FISCAL YEAR 2013**

	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
<b>Fire Department</b>							
Fire Chief	1	1	1	1	1	1	1
Deputy Fire Chief	1	1	1	1	1	1	1
Battalion Chief	3	3	3	3	3	3	3
EMS Captain	1	1	1	1	1	1	1
Fire Protection Captain	1	1	1	1	1	1	1
Lieutenant	3	3	3	3	3	3	3
Fire Inspector	3	3	3	3	3	3	3
Firefighter / EMT	22	23	23	23	23	23	23
Secretary-Senior	1	1	1	1	1	1	1
Sub-total	36	37	37	37	37	37	37
<b>Planning Department</b>							
Director	1	1	1	1	1	1	1
Zoning Administrator	1	1	1	1	1	1	1
Planner	1	1	1	1	1	1	1
Secretary	1	1	1	1	1	1	1
Sub-total	4	4	4	4	4	4	4
<b>Code Compliance</b>							
Code Compliance Administrator	1	1	1	1	1	1	1
Plans Examiner	1	1	1	0	0	0	0
Combination Inspector	3	3	3	3	2	2	2
Secretary	2	2	2	1	1	1	1
Sub-total	7	7	7	5	4	4	4
<b>Engineering</b>							
Engineer	1	1	1	1	1	1	1
Public Works Inspector	1	1	1	1	1	1	1
Sub-total	2	2	2	2	2	2	2
<b>Street Department</b>							
Street Superintendent	1	1	1	1	1	1	1
Street Supervisor	1	1	1	1	1	1	1
Administrative Secretary	1	1	1	1	1	1	1
Municipal Service Workers	7	7	7	7	6	6	6
Sub-total	10	10	10	10	9	9	9
<b>Landscape</b>							
Landscape Superintendent	1	1	1	1	1	1	1
Municipal Service Workers	6	6	6	6	5	5	5
Cemetery Caretaker	1	1	1	1	1	1	1
Sub-total	8	8	8	8	7	7	7
<b>Shop</b>							
Shop Superintendent	1	1	1	1	1	1	1
Mechanics	2	2	2	2	2	2	2
Sub-total	3	3	3	3	3	3	3
<b>Recreation Department</b>							
Director	1	1	1	1	1	1	1
Deputy Director	1	1	1	1	1	1	1
Maintenance Superintendent	1	1	1	1	1	1	1
Parks & Recreation Specialist	2	2	2	2	2	2	2
Facilities/Grounds Manager	1	1	1	1	0	0	0
Maintenance Worker	1	1	1	1	1	1	1
Senior Secretary	1	1	1	1	1	1	1
Park Manager/Waller Mill Park	0	0	1	1	1	1	1
Program Coordinator	1	1	0	0	0	0	0
Office Assistant/Receptionist	0	0	0	0	0	0	0.5
Sub-total	9	9	9	9	8	8	8.5

**CITY OF WILLIAMSBURG****STAFFING LEVELS - FISCAL YEAR 2013**

	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b><u>Public Utilities</u></b>							
Public Utilities Director	1	1	1	1	1	1	1
Project Engineer	1	1	1	1	1	1	1
Civil Engineer	0	0	1	1	1	1	1
Administrative Secretary	1	1	1	1	1	1	1
Superintendent - Filter Plant	1	1	1	1	1	1	1
Water Plant - Chief Operator	1	1	1	1	1	1	1
Senior Operator	1	1	1	1	1	1	1
Water Plant Operator I	1	1	1	1	1	1	1
Water Plant Operator II	4	4	4	4	4	4	4
Water Plant Operator III	1	1	1	1	1	1	1
Water Plant Operator IV	2	2	2	2	2	2	2
Water & Sewer Superintendent	1	1	1	1	1	1	1
Water & Sewer Supervisor	1	1	1	1	1	1	1
Facilities Supervisor	1	1	1	1	1	1	1
Municipal Service Workers	<u>8</u>						
Sub-total	25	25	26	26	26	26	26
<b><u>Buildings/Facilities Maintenance</u></b>							
Facilities Manager	1	1	1	1	1	1	1
Municipal Service Worker	<u>1</u>						
Sub-total	2	2	2	2	2	2	2
<b><u>Human Services Department</u></b>							
Director	1	1	1	1	1	1	1
Eligibility Worker	4	4	4	4	4	4	4
Social Worker	5	5	5	5	5	5	5
Office/Clerical	<u>3</u>						
Sub-total	13	13	13	13	13	13	13
Total City Employees	<u>196.0</u>	<u>200.0</u>	<u>202.0</u>	<u>185.0</u>	<u>182.0</u>	<u>183.0</u>	<u>182.5</u>

\* Full-time equivalents (FTE's), including Constitutional Officers, Registrar



## City of Williamsburg

Fiscal Year 2013 Adopted Budget

# Budget Guide

## INTRODUCTION

This Guide is designed to assist those responsible for preparing the Annual Operating Budget and the Five Year Capital Improvement Program of the City of Williamsburg. The budget process defines, communicates, and funds the city's programs and priorities. The completed budget is City Council's financial road map, and a primary management tool for the City Manager and Department Heads. To that end, it must be a quality document, and our best efforts should be expended in its preparation.

The Budget Guide is a formal call for all departments of the city, and agencies associated with the city, to prepare and submit an estimate of the resources required for the next fiscal year. It includes a set of procedures for building a comprehensive budget to be submitted to City Council in March each year. It also serves as a mid-year review to identify adjustments necessary to the current year budget.

## AUTHORITY

The Charter and Code of Ordinances of the City of Williamsburg, and the Code of Virginia, prescribe budgetary responsibility and process. Budgetary accounts are maintained according to the Uniform Financial Reporting Manual for Virginia Counties and Municipalities, as prescribed by the Auditor of Public Accounts, Commonwealth of Virginia. This guide consolidates pertinent budgetary information as concisely as possible, providing a reference for making sound, informed, consistent budget decisions.

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**BUDGET CALENDAR**

August 2011

- 27 City Council Retreat – 2011/2012 Biennial Goals, Initiatives, and Outcomes Mid-Course Assessment.

November 2011

- 30 Finance department sends letters to outside agencies advising of budget submittal requirements and deadlines.

December 2011

- 2 City Manager and Finance Director distribute budget guidance and capital improvement planning instructions to operating departments.

January 2012

- 6 Begin series of meetings between City Manager and City employees in small groups to discuss budget issues.
- 9 Finance department distributes FY2013 Budget Worksheets to Department Heads and Constitutional Officers.
- 13 Planning Director prepares a status report on the FY 2012 CIP, focused on major capital items, and provide to Planning Commission and City Council.
- 18 Planning Commission public hearing on capital improvement program.
- 20 Deadline for receipt of all Outside Agency budget requests for FY 2013 funding.
- 21 City Council Retreat to preview budget outlook.
- 23 Departmental and Constitutional Officer operating budgets due to Finance Department. Finance begins compilation and review of budgets, and completes revenue projections for FY 2013.
- 23 City Manager and Finance Director begin meetings with Department Heads on budget submittals as necessary.



### February 2012

- 15 Planning Commission provides input to City Manager and City Council for update of the Five Year Capital Improvement Program.

### March 2012

- 2 Proposed budgets submitted by School Division and Library.
- 10 Advertise proposed property tax increase (if applicable-30 day minimum notice requirement Va Code §58.1-3321).
- 16 Proposed Operating and Capital Improvement Budgets delivered to Council.
- 19-20 City Council Work Sessions--Review of Outside Agency Requests.
- 28 Send Budget advertisement to local newspaper for publication.
- 31 Advertise Proposed Budget for public hearing.

### April 2012

- 7 City Manager budget report to Neighborhood Council of Williamsburg.
- 12 City Council Public Hearing on Proposed Budget, Tax Levy, and Water Rate increase if applicable.
- 16-18 Council Work Sessions (as necessary) to finalize budget. City Manager and Finance staff prepare final budget for adoption.
- 23 Supervisors and Department Heads submit annual employee performance evaluations for input into Merit Pay Plan.

### May 2012

- 10 Council Adopts FY 2013 Operating, Capital, and Public Assistance Fund Budgets with Budget Resolution.  
Council Sets Tax Rate.

### July 2012

- 1 Begin Fiscal Year 2013.

**INSTRUCTIONS****General**

In early January, Finance staff will provide spreadsheets to departments with operating activity for each departmental line item:

- A. Prior year's expenditures for last two fiscal years.
- B. Current year budget.
- C. Current year expenditures through December 31st.
- D. A column for estimating current fiscal year total expenditures through June 30<sup>th</sup>.
- E. A column for next fiscal year's line-item budget estimates.

Each department head should complete items D and E. The current year estimate is both the basis for recommending amendments to the current year budget, and for determining next year's amount for consideration by City Council.

Recommendations on personnel expenditures (addition/deletion of positions, etc.) should be submitted in memo form. Payroll and fringe benefits line items on the printout should be left blank. Finance will calculate and enter these line items.

**Reminders for Preparers of Budget Requests**

1. Analyze each line item separately. Compare historical data, current year budget, and estimated spending levels for the current year to assist with your request.
2. Round all figures to the nearest \$10.00 (i.e., \$32 to \$30 and \$85 to \$90).
3. Verify all object codes, amounts, and totals.
4. Meet all Budget Calendar deadline dates. Preparers should highlight key dates and actions.
5. Keep backup materials used in computing your budget request. These will be used both in explaining budget recommendations and administering the budget.
6. This is your operating budget. You are responsible for closely monitoring expenditures and encumbrances against the budget monthly. Written requests for Budget Account Transfers or Supplemental Appropriations must be submitted on forms provided and approved prior to obligating spending over the adopted budget.

## CAPITAL IMPROVEMENT PROGRAM INSTRUCTIONS

### Definition of a Capital Project

The Capital Improvements Program (CIP) identifies, schedules and budgets capital projects. A capital project is a major expenditure which adds to the net assets of the City. Capital projects fall within one or more of the following categories:

1. Land acquisition or long-term lease.
2. Construction of buildings, public facilities, and infrastructure, generally exceeding \$20,000.
3. Acquisition or improvement of property, generally exceeding **\$20,000**.
4. Major additions or rehabilitation to public facilities, generally exceeding **\$20,000**.
5. Major studies such as engineering, feasibility, etc., related to public facilities.
6. Vehicles and equipment, generally exceeding \$10,000.

Some examples of capital projects are: street construction, sewer lines, parks, sidewalks, storm drains, water lines, building construction or major renovation, fire trucks, and police cars.

Engineering or planning studies, which are directly linked to a specific capital project, are part of the cost of that project. Such engineering studies should be included in the project description of which they are a part. Other studies and plans, which constitute a major expense of a non-recurring nature, are included in the CIP even if they are not assets in the sense of a building.

### Relation Between the Capital Budget and the Capital Improvement Program

The Five Year Capital Improvement Program is presented annually to the City Council. The first year of the Capital Improvement Program is a capital budget and contains the list of projects for implementation during the coming fiscal year. The CIP is updated annually as new needs become known and as priorities change. It is possible that a project with low priority can remain in the CIP program longer than five years as more important projects appear and move ahead of it. Conversely, a project may be implemented sooner than originally planned due to changing priorities.

### Project Review

All requests for capital projects and input on priorities will be evaluated by the City Manager and Finance Director before being submitted to City Council.

The Planning Commission will receive the proposed Capital Improvements Program when it is distributed to City Council. The Commission will be invited to advise Council on the consistency of the CIP with the Comprehensive Plan of the City.

### Capital Project Form

Capital Improvement Program projects will be submitted on forms provided by the City Manager. The following is a non-inclusive list of project categories:

Streets and Traffic	Stormwater Management
Solid Waste Management	Park Development
Building Improvement	Water and Wastewater Improvements
Economic Development	Field Equipment
Parking Facilities	Planning/Feasibility Studies
Property Acquisition	Vehicles

### Five Year Vehicle Replacement Plan

All vehicles owned by the city are listed on a replacement plan. The plan is based on a five-year projection. It is updated annually with the rest of the CIP.

#### Annual Update

Each year departments submit an update to the CIP as the first step in budget formulation. Updates include:

1. Submission of the current year Capital Project Form with either:
  - a. pen and ink annotation to update the form for the next five year period, or
  - b. staple a revised form if changes are too many for pen and ink update.
2. Submission of a statement for each current year project of work accomplished at the six month point, and the accomplishments expected by the twelve month point.
3. Submission of a revised Capital Improvement Summary for that portion of the CIP assigned to the originator's department.

The second step requires department heads to a status report by July 31<sup>st</sup> each year of all projects funded during the prior fiscal year ended June 30<sup>th</sup>. This information will be provided to the Finance Department to determine the balance of capital projects funds needed to carry forward to the next fiscal year for project completion.



## BIENNIAL GOAL SETTING

The City of Williamsburg recognizes the importance of setting specific goals. Goals provide both means of sorting out priorities, and a standard against which to measure effectiveness. More than any other determinant, stated goals drive the budget. Goal setting is an integral part of the budget process.

To advance the City's vision, every two years the City Council identifies new strategic objectives for city government. Biennial Goals, Initiatives, and Outcomes (GIO's) provide an expression of city priorities, as specific and measurable as possible, covering a two year period. GIO's provide a coordinated expression of City Council's direction for change and focus in the near future.

Two or three new or incumbent council members are elected in May of even numbered years. The newly elected Council members then have several months to become familiar with the workings of city government before the Council attempts to chart the City's course. This is done through a methodical goal setting process in the Fall of even numbered years. The City Council's adopted goals then become a guide for the two succeeding budgets. In this way, a Council spends the first six months after the election deciding what it wants to accomplish, and the remaining eighteen months before the next election concentrating on implementing its goals.

During the midterm, or odd numbered years, the Council monitors progress towards achieving its goals. A mid-biennium status report is prepared by staff, and includes desired outcomes and observed results. But the formal goal setting process takes place only every two years.

In order to be fully useful, goals statements should have the following characteristics:

- Goals should be as specific as possible.
- Goals achievement should be measurable.
- Goals should be short-range-one or two years. Longer range goals should be expressed in terms of what intermediate goals or objectives must be undertaken now to achieve the ultimate goal.
- Goals should be developed by exception. The continuation of existing policies and practices of city government should not be listed as goals, however important they may be. Only new or altered policies or practices should be listed.
- Goals should be followed by an implementation strategy provided in operating and capital budgets.
- The cost of achieving a goal should be counted in terms of time, money, and commitment, realizing each goal actively pursued takes away resources that could be applied to other activities.
- Goals should be limited to those which city government has the power to achieve. While it may be well to state goals which are primarily the responsibility of others, it should be recognized that while the City has considerable influence, it does not have substantial control over goals such as these.

The calendar below outlines City Council's Goals, Initiatives, and Outcomes process. The City Council's two- year election cycle fits well with this biennial goal setting cycle.

### CALENDAR (even number years only)

- |           |  |
|-----------|--|
| May       | Council Election   |
| July 1    | New Council members take office.   |
| July-Aug. | City Manager provides status report on accomplishment of stated goals. Council holds retreat to evaluate goal accomplishment and discuss future priorities.  |
| September | Council offers public comment opportunities to hear citizens' ideas and suggestions on goals.  |
| October   | City Manager presents a draft Goals Statement based on the outcome of the retreat and public comment for Council consideration. Council has workshop sessions as necessary, and adopts a statement of goals. |
| November  | City Staff begins work on operating and capital budgets for coming fiscal year reflecting priorities in the statement of goals.  |

## **BUDGETARY ACCOUNTS**

### **Budgetary Accounts and Responsibility**

The City of Williamsburg operates its budgetary system on a fund accounting basis.

The funds used by the City of Williamsburg are Governmental and Proprietary. The Governmental Funds consist of the General Fund (01) and the Capital Improvement Program (Sales Tax 04). These funds are combined in the City's Comprehensive Annual Financial Report (CAFR), but for budgeting purposes, are kept separate due to the operating and capital differences. The Proprietary Fund is an Enterprise Fund (10) which accounts for the city water and wastewater as the Utility Fund.

The General Fund is used to account for all financial resources except those required to be accounted for in one of the other funds. The General Fund encompasses all city departments, except utilities, and also includes entities funded through city government such as constitutional officers, detention, schools, library, and outside agencies.

Capital Improvements Program is used to account for major capital outlay items. Historically, the city has used the State's 1% sales tax revenue to fund capital projects.

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business. The intent of these operations is that the cost of providing continued services to the public be financed primarily from user charges and fees.

Expenditures of the City of Williamsburg are classified by fund, and within each fund by department. Expenditures are classified by object (line item) within each department.

Departmental Codes and Responsibility, lists the individual responsible for submitting and managing each departmental budget. In the case of outside agencies, Appendix A lists the city employee responsible for overseeing agency funding.

Revenue Sources and Trends, documents all existing and potential sources of revenue received by the City of Williamsburg to finance its operations each year. It contains a thorough description of each revenue source, trends, and other pertinent information that should help the reader gain an understanding of the basis of each of these sources.

Expenditure Classifications, provides an explanation of each line item to help in properly and consistently classifying expenditures.



**DEPARTMENT CODES AND RESPONSIBILITY**

<u>Fund Number</u>	<u>Dept. Number</u>	<u>Department</u>	<u>Responsibility</u>
<b>General Fund:</b>			
01	1101	Legislative	Jackson C. Tuttle
01	1102	Clerk of Council	Donna Scott
01	1201	City Manager	Jackson C. Tuttle
01	1203	Economic Development	Michelle Dewitt
01	1204	City Attorney	Christina Shelton
01	1209	Commissioner of the Revenue	Judy Fuqua
01	1210	City Assessor	John Mattson
01	1213	Treasurer	Ann Davis
01	1214	Finance	Philip Serra
01	1221	City Shop	Daniel Clayton
01	1301	Electoral Board	Winifred Sowder
01	1302	Registrar	Winifred Sowder
01	2100	Joint Activities	Philip Serra
01	3101	Police	David C. Sloggie
01	3102	E-911	David C. Sloggie
01	3103	Parking Facility	David C. Sloggie
01	3201	Fire	William Patrick Dent
01	3301	Regional Jail	John Kuplinski
01	3303	Middle Pen. Juv. Det. Center	Michael Sawyer
01	3401	Codes Compliance	Stanley Skinner
01	3501	Animal Control	Daniel Clayton
01	3503	Medical Examiner	William Patrick Dent
01	3505	Emergency Management	William Patrick Dent
01	4101	Engineering	Daniel Clayton
01	4102	Streets	Daniel Clayton
01	4203	Refuse Collection	Daniel Clayton
01	4305	Municipal Complex	Daniel Clayton
01	4306	Rental Properties	Daniel Clayton
01	4307	New Municipal Building	Daniel Clayton
01	4308	Information Technology	Mark Barham
01	4309	Landscaping	Daniel Clayton
01	5101	Health Department	Philip Serra
01	5103	Mosquito Control	Daniel Clayton
01	5302	Public Assistance	Peter Walentisch
01	5305	Public Assist.-Transportation	Peter Walentisch
01	6101	School Board	Philip Serra
01	6103	Joint School Contributions	Philip Serra
01	7101	Recreation Administration	Lori Rierson
01	7102	Waller Mill Park	Lori Rierson
01	7104	Recreation Programs	Lori Rierson
01	7108	Cemetery	Daniel Clayton
01	7302	Library - Contributions	Philip Serra
01	8101	Planning	Reed Nester
01	8102	Contrib. to Other Agencies	Philip Serra
01	8202	Soil & Water Conservation	Daniel Clayton

<u>Fund Number</u>	<u>Dept. Number</u>	<u>Department</u>	<u>Responsibility</u>
<b>Sales Tax Fund:</b>			
04	0001	Capital Improvements Projects	Jackson C. Tuttle
<b>Utility Fund:</b>			
10	1900	Administration	Daniel Clayton
10	1910	Filter Plant	Daniel Clayton
10	1920	Water System	Daniel Clayton
10	1940	Sewage System	Daniel Clayton
10	1970	Debt Service	Daniel Clayton
10	1985	Purchased Services	Daniel Clayton
10	1990	Reserve-Utility CIP	Daniel Clayton

## REVENUE SOURCES AND TRENDS

### GENERAL PROPERTY TAXES

General Property Taxes account for approximately 40% of the City's general fund operating revenues. These taxes are derived from annual assessment of real estate and tangible personal property located in the City. The City Assessor appraises real estate property annually. This category includes property tax collections for current and delinquent years. Also included in this category are collections for Public Service Corporations, property appraised by the State Corporation Commission, and cover real, personal property, and machinery & tools. Revenues received for property tax on mobile homes, boats, and motorcycles are also included in this revenue category.

#### Real Property Taxes

By state law, all real property taxes must be assessed each year at 100% of fair market value. The assessments are made on a fiscal year basis and must be complete and mailed to property owners by June 30<sup>th</sup> for the next fiscal year. Taxes are then due on Dec 1, and June 1 of that fiscal year. The current tax rate is *\$.54 per \$100 of assessed value*. The City's real estate tax rate history is shown in the following tabulation:

<b>Real Estate Property Tax Rates (per \$100 assessed valuation)</b>	
Fiscal Year 1987	\$.52
Fiscal Year 1988	.51
Fiscal Year 1989	.50
Fiscal Year 1990	.52
Fiscal Years 1991-2011	.54

Real property taxes generated by other selected Virginia localities for the fiscal year ended June 30, 2010 are as follows<sup>1</sup>:

Locality	Tax Rate / \$100	Real Property Tax Revenues FY 2010	% Change Over FY 2009	% of Total Local Revenues	Tax Rate vs. Wmsbg.	Per Capita Revenue
James City County	\$.77	\$85,433,230	.1%	58.6%	+43%	\$1,341
York County	\$.658	\$58,499,184	-.8%	48.7%	+22%	\$887
Winchester	\$.77	\$23,963,562	1.7%	38.2%	+43%	\$908
Hampton	\$1.04	\$122,109,486	.5%	45.0%	+93%	\$844
Newport News	\$1.10	\$171,355,664	2.2%	43.8%	+104%	\$938
Williamsburg	\$.54	\$10,178,109	.4%	31.4%	--	\$750

<sup>1</sup> Commonwealth of Virginia – 2010 Comparative Report of Local Government Revenues and Expenditures

Real property tax revenues received during the past ten fiscal years are shown below<sup>2</sup>:

Fiscal Year	Real Property Tax Revenue	% Change
2002	4,962,549	6.0%
2003	5,523,130	11.3%
2004	6,158,084	11.5%
2005	6,526,520	5.9%
2006	7,333,851	12.4%
2007	8,476,536	15.6%
2008	9,737,885	14.9%
2009	10,136,979	4.1%
2010	10,178,109	.4%
2011	9,850,627	-3.2%

Real estate taxes are generated based on the annually reassessed value of property. Taxable real estate property values for the last ten fiscal years are as follows:

Fiscal Year	Taxable Real Estate Property Values	% Change
2002	908,631,326	5.17%
2003	995,635,300	9.58%
2004	1,117,426,100	12.23%
2005	1,202,692,600	7.63%
2006	1,338,705,000	11.31%
2007	1,547,651,600	15.61%
2008	1,803,239,200	16.51%
2009	1,895,456,000	5.11%
2010	1,892,571,800	-.1%
2011	1,827,509,200	-3.4%

For each 1¢ of the City's tax rate, approximately \$182,750 is generated annually, based on the fiscal year 2011 land book values. New construction each year tends to skew increases in total property valuations shown above from year to year.

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<sup>2</sup> City of Williamsburg's Comprehensive Annual Financial Reports-amounts include prior years' delinquent real estate tax receipts.

### Personal Property Taxes

Tangible personal property is classified into two categories for valuation purposes, personal and business property. Cars, trucks, boats, trailers, etc., comprise personal property, and furniture, fixtures, and machinery account for business property. Property is assessed each January 1<sup>st</sup>, and taxes are due on December 1<sup>st</sup>, of the same year. The rate of assessment for motor vehicles is determined by the NADA or "Blue Book" average loan value. Furniture, machinery, etc., is assessed at 30% of original cost. The City does not prorate for partial year occupancy. The tax rate is \$3.50/\$100 of assessed value. Personal property taxes generated by select Virginia localities for the fiscal year ended June 30, 2010 are as follows<sup>3</sup>:

Locality	Tax Rate / \$100	Personal Property Tax Revenues*	% Change Over FY 2008	% of Total Local Revenues	Per Capita Revenue
James City County	\$4.00	\$20,091,046	2.3%	13.8%	\$315
York County	\$4.00	\$14,343,746	-5.3%	12.0%	\$217
Winchester	\$4.50	\$9,640,939	2.0%	15.4%	\$365
Hampton	\$4.25	\$21,020,760	-5.5%	7.7%	\$143
Newport News	\$4.25	\$49,661,215	-3.6%	12.7%	\$272
Williamsburg	\$3.50	\$1,817,949	-6.5%	5.6%	\$134

\*Includes Machinery & Tools and excludes State reimbursement for Personal Property Tax Relief Act.

Personal Property tax revenues received during the past ten fiscal years are shown below<sup>4</sup>:

Fiscal Year	Personal	Business*	Total Amount	% Change
2002	1,002,744	1,246,548	2,249,292	5.8%
2003	1,019,000	1,279,076	2,298,076	2.2%
2004	1,076,523	1,254,363	2,330,886	1.4%
2005	1,056,463	1,259,291	2,315,754	(.6%)
2006	1,229,677	1,143,727	2,373,404	2.5%
2007	1,292,157	1,130,964	2,423,121	2.1%
2008	1,326,707	1,210,744	2,537,451	4.7%
2009	1,409,945	1,307,209	2,717,154	7.1%
2010	1,315,193	1,276,328	2,591,521	-4.6%
2011	1,212,702	1,330,793	2,543,495	-1.8%

\*Business personal property tax receipts include autos, machinery, & tools

<sup>3</sup> Commonwealth of Virginia – 2010 Comparative Report of Local Government Revenues and Expenditures.

<sup>4</sup> City of Williamsburg's Comprehensive Annual Financial Reports-amounts include prior years' delinquent personal property tax receipts, and State share of personal property tax reimbursement.

## Public Service Corporations

Tax revenues are generated by public service corporations based on annual assessments of property, both real and personal, by the State Corporation Commission. Public service corporations are those providing services such as water, heat, light and power, telecommunications, and railroads within local government boundaries. Property assessments for the last ten fiscal years, along with the total revenue receipts for public service corporations are provided as follows:

Fiscal Year	Real Estate Assessments	Personal Property Assessments	Total Public Service Corporation Revenue
2002	50,895,236	17,285	275,439
2003	49,990,963	340,727	282,265
2004	53,151,294	0	287,017
2005	55,531,820	0	316,177
2006	52,041,889	0	281,026
2007	51,334,159	21,358	277,952
2008	52,220,912	13,527	282,466
2009	51,598,088	14,870	279,150
2010	57,063,079	12,804	308,589
2011	58,838,333	567	318,294

*In fiscal year 2003, the city received tax on vehicles for 2002 tax year from a large public service corporate taxpayer.*

## Penalties and Interest

Personal property and first half fiscal year real estate taxes are due December 1<sup>st</sup> each year. Second half real estate taxes are due June 1<sup>st</sup>. Penalties are charged on all property tax accounts if not paid by these due dates. Penalty charges for delinquent property taxes are as follows:

Amount of Taxes	Personal Property	Real Estate
Up to \$10	Penalty is same as tax	Penalty is 10%
\$10.01 - \$100	Penalty is \$10	Penalty is 10%
\$100.01 and up	Penalty is 10%	Penalty is 10%

Interest charges begin January 1<sup>st</sup> for delinquent first half real estate and personal property taxes, and July 1<sup>st</sup> for second half taxes. Interest is computed monthly, with an annual percentage rate of 10% as provided for in the Williamsburg City Code.

Penalty and interest revenues over the past ten fiscal years are shown in the following table:

Fiscal Year	Penalties	Interest	Total
<b>2002</b>	65,098	21,739	86,837
<b>2003</b>	68,639	35,236	103,875
<b>2004</b>	71,508	18,461	89,969
<b>2005</b>	63,900	15,386	79,286
<b>2006</b>	34,307	13,673	47,980
<b>2007</b>	32,017	20,274	52,291
<b>2008</b>	38,024	19,094	57,118
<b>2009</b>	40,637	20,696	61,333
<b>2010</b>	34,866	15,825	61,333
<b>2011</b>	73,693	30,581	104,274

#### OTHER LOCAL TAXES

This category of local revenues differs from general property taxes in that they are not billed by the City [except in the case of business licenses]. They are dependent on business volume, and most are *self-imposed* [businesses report sales activity directly to the City, and charges are based on these reported figures]. Business activity is subject to verification by the Senior Tax Analyst.

#### Local Sales and Use Taxes

Local sales and use taxes are based on business activity in the City reported to the Commonwealth of Virginia by all businesses that are required to charge State sales tax of 5%. The taxes are collected and submitted to the Virginia Department of Taxation on a monthly basis and one percent of these proceeds are then returned to the City directly from the State. As a matter of policy, the City has designated these revenues to pay for its ongoing capital improvement program. Revenues received from the Commonwealth of Virginia for sales taxes over the last ten fiscal years are as follows:

Fiscal Year	1% Sales Tax Receipts	% Change
<b>2002</b>	4,368,379	17.40%
<b>2003</b>	3,781,232	(13.44%)
<b>2004</b>	4,210,450	11.35%
<b>2005</b>	4,219,603	.22%
<b>2006</b>	4,303,203	1.99%
<b>2007</b>	4,867,792	13.12%
<b>2008</b>	4,562,028	(6.28%)
<b>2009</b>	3,844,275	(15.73%)
<b>2010</b>	3,885,065	1.06%
<b>2011</b>	3,963,454	2.02%

### Consumer Utility Taxes

Use taxes are collected by public utility companies and remitted to the City on a monthly basis. City Council approves the rates charged annually. Telecommunications sales taxes since FY 2007 are 5% for all Virginia localities. The following table highlights the purpose and rates charged by these utility companies in effect during fiscal year 2010:

Current City Charges			Maximum-State Code			
Type	Residential Rate	Commercial Rate	Res. Max Per month	Comm-Industrial Max/month	Residential Maximum Allowable Charge/month	Comm/Ind. Maximum Allowable Charge/month
<b>Electricity</b>	\$ .70/ month Plus .007468 per kw hours	\$1.15/month Plus .006947 per kw hours	\$1.00	\$20.00	20% up to \$15=\$3	20% up to \$200=\$40
<b>Gas</b>	\$ .70/month Plus .014 per CCF	\$1.15/month Plus.0243 per CCF	\$1.00	\$20.00	20% up to \$15=\$3	20% up to \$200=\$40
<b>Propane</b>	N/A	N/A	N/A	N/A	Same as above	Same as above
<b>Telephone</b>	5% per month	5% per month	No limit	No limit	No limit	No limit
<b>Wireless</b>	5% per month	5% per month	No limit	No limit	No limit	No limit
<b>Telephone – E-911</b>	\$.75/month	\$.75/month	\$.75/month	\$.75/month	\$.75/month	\$.75/month

The Commonwealth of Virginia deregulated gas and electric utilities in 2001. Since then local utility taxes for those industries are designed to be revenue neutral to localities. Beginning July 1, 2003, the City of Williamsburg began imposing a tax on wireless communications. Total receipts collected over the last ten fiscal years are as follows:

Fiscal Year	Electric	Telephone	Natural Gas	E-911*	Wireless	Commun. Sales Taxes	Total Collections
<b>2002</b>	194,648	150,012	58,370	186,059	0	0	589,089
<b>2003</b>	195,418	199,374	55,082	216,106	0	0	665,980
<b>2004</b>	180,296	170,339	57,982	236,670	139,415	0	784,702
<b>2005</b>	181,451	198,580	59,930	263,202	258,868	0	962,031
<b>2006</b>	200,166	191,027	60,331	245,767	189,097	0	886,388
<b>2007</b>	201,075	83,671	62,243	112,628	89,231	353,702	902,550
<b>2008</b>	200,307	0	82,563	0	0	824,920	1,107,790
<b>2009</b>	201,825	0	89,224	0	0	749,461	1,040,510
<b>2010</b>	204,672	0	90,122	0	0	752,584	1,047,378
<b>2011</b>	203,571	0	97,389	0	0	748,840	1,049,809

\*Effective July 2, 2001, E-911 rate was increased to \$2.00 but mid-year FY 2007 (beginning January 1, 2007), all E-911, telephone, and wireless revenues are included as communications sales taxes under State legislation.

**Business License Taxes (BPOL)**

All businesses in the City must obtain a business license to operate. The Commissioner of the Revenue sends business license applications in late December each year. Forms provided include prior year information [name, address, type of business conducted, gross receipts, etc.] and it is the responsibility of licensees to confirm or change information. The applications must be returned to the Commissioner by February 15<sup>th</sup>. The charges for business licenses are based on gross receipt figures provided on the application. The due date for payment of business licenses is March 1<sup>st</sup> each year, with a 10% penalty beginning March 2<sup>nd</sup>, and interest accruing at 10% annual percentage rate.

A detailed list of rates is provided for information purposes.

Trade/Type	Fee [based on gross receipts]	Minimum Fee
<b>Business or Personal Service</b>	\$ .36/\$100	\$30 up to \$8,200
<b>Contractor</b>	\$ .16/\$100	\$30 up to \$18,000
<b>Fortune Teller</b>	\$1,000 flat fee	Flat license fee
<b>Itinerant Merchant or Peddler License</b>	\$500 flat fee	\$30
<b>Professional Service</b>	\$ .58/\$100	\$30 up to \$5,000
<b>Retail Merchant</b>	\$ .20/\$100	\$30 up to \$15,000
<b>Wholesale Merchant</b>	\$ .05/\$100	\$30 up to \$60,000
<b>Restaurant (seating 50-100)</b>	\$200	Flat license fee
<b>Restaurant (seating 101-150)</b>	\$350	Flat license fee
<b>Restaurant (seating 151-up)</b>	\$500	Flat license fee
<b>Bed &amp; Breakfast – Mixed Beverage</b>	\$40	Flat license fee
<b>On/Off Sale of Beer-Wine</b>	\$150	Flat license fee
<b>On/Off Premises Sale of Beer</b>	\$100	Flat license fee
<b>On Premises Sale of Beer &amp; Wine</b>	\$150	Flat license fee
<b>On Premises Sale of Beer</b>	\$100	Flat license fee
<b>Off Premises Sale of Beer &amp; Wine</b>	\$150	Flat license fee
<b>Off Premises Sale of Beer</b>	\$100	Flat license fee

Business Licenses receipts over the last ten fiscal years are as follows:

Fiscal Year	Business License Receipts	% Change
2002	1,622,735	1.88%
2003	1,641,721	1.17%
2004	1,628,458	(.81%)
2005	1,749,413	7.43%
2006	1,789,386	2.28%
2007	1,593,478	(10.95%)
2008	1,754,093	10.08%
2009	1,595,535	(9.04%)
2010	1,571,483	(1.51%)
2011	1,497,159	(4.73%)

#### Utility License Fees

The Code of Virginia, § 58.1-37 governs the licensing and regulation of cable television in the City. Gas and electric utilities using the city streets and right-of-ways to conduct business are classified here also, with consumption taxes set by state code. The Code of Virginia § 58.1-2904 imposes consumption taxes on consumers of natural gas in the City, and the Code of Virginia § 58.1-2900 covers consumption taxes on electricity in the City. These taxes are separate from consumer utility taxes charged monthly. The City's current agreement with Cox Cable was renegotiated in May, 2011 for 10 years.

Activity	Fee
Cable TV	5% of gross receipts
Telephone	\$.50/\$100 gross receipts
Gas	\$.004/CCF first 500CCf per month
Electric	Under 2,500kWh = \$.00155/kWh/month 2,500 – 50,00 kWh = \$.00099/kWh/month over 50,000 kWh = \$.00075/kWh/month
Taxi & Bus Services	\$75 flat fee plus \$60 per cab owned

## Budget Guide

Utility License fees collected over the past ten years are shown below:

Fiscal Year	Cable TV *	Gas & Electric	Telephone	Other	Total Utility License Fees
2002	105,015	70,491	18,386	741	194,633
2003	112,058	66,571	22,117	1,614	202,360
2004	129,335	59,675	34,509	2,197	225,716
2005	141,092	58,910	33,094	2,100	235,196
2006	151,111	60,465	35,986	3,200	250,762
2007	79,168	55,818	33,860	2,900	171,746
2008	0	62,290	37,343	3,200	102,833
2009	0	64,035	40,685	3,300	108,020
2010	0	64,905	52,843	3,500	121,248
2011	0	67,753	40,838	2,430	111,021

\* Beginning January 1, 2007, cable franchise fees are included in the Communication Sales Tax program

### Bank Stock Taxes

Every incorporated bank, banking association or trust company organized by or under the authority of the laws of the Commonwealth are responsible for filing bank franchise taxes<sup>5</sup>. A specific state tax form is prepared annually for banks, and filed with the Commonwealth of Virginia. The tax is essentially 8/10's of 1% of a bank's total equity capital (including reserves for losses) less real estate and personal property holdings which are taxed by Virginia localities. Banks submit the portion of its total bank stock taxes to local governments based on the percentage of banking operations within each locality. Bank stock tax collections over the past ten years are shown below:

Fiscal Year	Bank Stock Receipts	% Change
2002	189,433	(20.53%)
2003	140,880	(25.63%)
2004	112,958	(19.82%)
2005	118,772	5.15%
2006	168,696	42.03%
2007	172,298	2.14%
2008	156,853	(8.96%)
2009	128,755	(17.91%)
2010	167,652	30.21%
2011	202,189	20.60%

<sup>5</sup> Commonwealth of Virginia, Dept of Taxation, [Virginia Bank Franchise Tax, 1997 Forms](#)

### Recordation Taxes

State law gives City Council the power to impose recordation taxes upon the first recordation of each taxable instrument recorded in the City. Taxable instruments generally consist of deeds, deeds of trust, and marriage licenses. The rate charged is \$.15 on every \$100 or fraction thereof of the consideration of the deed or the actual value of the property conveyed, whichever is greater<sup>6</sup>. For deed recordation in excess of \$10 million value, a sliding scale is used. The Clerk of the Circuit Court is responsible for collecting and remitting these fees monthly to the City. In addition to these fees, a local tax is imposed (equal to up to 1/3 of the state recordation tax) and submitted to the City. The City has charged this maximum fee for many years. A grantor's tax is also collected by the Clerk of the Circuit Court, and submitted to the State for quarterly distribution. This tax is classified under the Non-Categorical Aid section of this report.

Local recordation taxes collected over the past ten fiscal years are as follows:

Fiscal Year	Recordation Fees	% Change
<b>2002</b>	109,141	4.8%
<b>2003</b>	131,173	20.2%
<b>2004</b>	196,203	49.6%
<b>2005</b>	266,594	35.9%
<b>2006</b>	387,953	45.5%
<b>2007</b>	342,137	(11.8%)
<b>2008</b>	326,508	(4.6%)
<b>2009</b>	170,417	(47.8%)
<b>2010</b>	136,891	(19.7%)
<b>2011</b>	141,452	3.3%

### Cigarette Taxes

The City of Williamsburg began imposing a cigarette tax of 25¢ per pack on July 1, 2003. The timing of vendor stamp replenishment is unpredictable each year. The total collected for fiscal years 2004 thru 2011 are:

Fiscal Year	Cigarette Taxes	% Change
<b>2004</b>	305,729	--
<b>2005</b>	209,340	(31.5%)
<b>2006</b>	184,080	(12.1%)
<b>2007</b>	172,872	(6.1%)
<b>2008</b>	180,701	4.5%
<b>2009</b>	144,534	(20.0%)
<b>2010</b>	158,460	9.6%
<b>2011</b>	148,032	(6.6%)

<sup>6</sup> Code of Virginia §581-801.

Hotel & Motel Room Taxes

The City levies a transient occupancy tax on hotels, motels, bed and breakfasts, and other facilities offering guest rooms at a rate of 5%. Businesses collect this tax and submit it to the City by the 20<sup>th</sup> of the following month. Room tax collections over the last ten fiscal years are:

Fiscal Year	Room Tax Collections	% Change
2002	4,114,010	5.61%
2003	3,974,894	(3.38%)
2004	3,996,782	.55%
2005	3,695,937	(7.53%)
2006	3,787,611	2.48%
2007	4,350,871	14.88%
2008	4,447,662	2.22%
2009	3,574,810	(19.62%)
2010	3,248,789	(9.12%)
2011	3,384,922	4.19%

Restaurant / Food Taxes

The Code of Virginia allows the City to impose this excise tax on all food and beverages sold in the City as a meal. City Code defines “food & beverages” as all food, beverages or both, including alcoholic beverages, which are meant for refreshment or nourishment value, purchased in or from a restaurant, whether prepared in such restaurant or not, and whether consumed on the premises or not.<sup>7</sup> Restaurant Food tax rate is 5%. Meal tax collections over the last ten fiscal years are:

Fiscal Year	Meal Tax Collections	% Change
2002	5,318,886	3.96%
2003	5,244,106	(1.41%)
2004	5,393,776	2.85%
2005	5,367,745	(.48%)
2006	5,600,162	4.33%
2007	5,851,680	9.68%
2008	6,005,227	2.62%
2009	5,522,541	(8.04%)
2010	5,607,318	1.54%
2011	5,989,446	6.81%

<sup>7</sup> Williamsburg City Code, Section 18.271.

The City's adopted fiscal year FY 2012 operating budget estimates room & meal tax revenues to be \$9,300,000, or 29.1% of the total operating budget. Rates charged by nearby Virginia localities, and the percentage of budgeted FY 2012 receipts to total operating budgets, are presented below:

Locality	Room Tax Rate	% of FY 2012 Budget	Meal Tax Rate	% of FY 2012 Budget	Total % of Budget
York County*	5%	1.5%	4%	2.1%	3.6%
James City County*	5%	1.1%	4%	3.4%	4.5%
Virginia Beach*	8%	.6%	5.5%	3.4%	4.0%
Hampton	8%	.8%	6.5%	3.5%	4.3%
Newport News	7.5%	.4%	6.5%	2.4%	2.8%
Norfolk	8%	.8%	6.5%	3.0%	3.8%
Williamsburg*	5%	10.6%	5%	18.5%	29.1%

\*In addition to room taxes, the City of Williamsburg, James City County and York County collect a \$2.00 per night per room tax, which commenced on July 1, 2004 per Code of Virginia, section 58.1-3823C. The revenues generated are designated and expended solely for advertising the Historic Triangle Area. Receipts are sent to the Williamsburg Area Destination Marketing Committee each month. In addition, Virginia Beach and Norfolk charge a flat rate tax of \$1 per night, per room.

#### Permits, Privilege Fees and Regulatory Licenses

The City uses the Virginia Uniform Statewide Building Code (USBC), which covers new construction, renovation, demolition, plumbing, gas, mechanical, electrical, fire protection system installations and asbestos removal. The category's major components consist of building, electrical, plumbing, and mechanical permits.

A ten-year history of permit revenues follows:

Fiscal Year	Building	Electrical	Plumbing	Mechanical	Other*	Total
2002	70,343	22,674	23,537	21,117	36,314	173,985
2003	95,522	25,860	26,923	27,782	36,531	212,618
2004	119,376	42,548	40,780	35,675	67,383	305,762
2005	100,048	39,543	29,755	29,711	57,605	256,662
2006	99,860	28,580	21,025	23,568	102,708	275,741
2007	81,102	19,362	22,908	14,016	56,891	194,279
2008	141,096	52,036	51,462	44,506	78,220	367,320
2009	62,170	21,653	19,819	19,061	74,767	197,470
2010	46,741	14,447	14,033	17,601	68,642	161,464
2011	45,546	16,355	14,116	15,303	62,788	154,108

\*Other includes dog licenses, parking, zoning, right-of-way, raffle, rental inspections, gas and fire prevention permits.

Fines and Forfeitures

This revenue category is used to account for court and parking fines. The Court system has guidelines for setting case-related fines, while City Code sets the rates for parking fines. The Clerk of the Circuit Court collects court fines and submits receipts to the City monthly, while parking fines are paid directly to the Department of Finance. Effective January 1, 2004, the City implemented a graduated parking fine structure. During a 60-day period, which begins with the first overtime parking violation, fines will graduate as follows: 1<sup>st</sup> violation is \$10.00, 2<sup>nd</sup> violation is \$30.00 and the 3<sup>rd</sup> or more is \$50.00. Revenue collections for fines and forfeitures over the last ten fiscal years are as follows:

<b>Fiscal Year</b>	<b>Court Fines</b>	<b>Parking Fines</b>	<b>Total</b>
<b>2002</b>	190,953	91,711	282,664
<b>2003</b>	177,729	95,855	273,584
<b>2004</b>	164,346	90,360	254,706
<b>2005</b>	147,580	86,577	234,157
<b>2006</b>	142,927	86,852	229,779
<b>2007</b>	157,756	123,856	281,612
<b>2008</b>	143,836	97,484	241,320
<b>2009</b>	147,173	86,089	233,262
<b>2010</b>	108,744	93,743	202,487
<b>2011</b>	108,422	113,345	221,767

Revenue from Use of Money and Property

This revenue classification includes interest earnings on surplus funds, rental income from City-owned properties, and sale of surplus vehicles and equipment. Interest earnings reported here include only the General Fund, as Utility Fund revenues are highlighted in the next section, Budget Summaries. Revenue collections from use of money and property over the last ten fiscal years are presented below:

<b>Fiscal Year</b>	<b>Interest Earnings</b>	<b>Rental Income</b>	<b>Sale of Surplus</b>	<b>Total</b>
<b>2002</b>	877,741	167,913	3,550	1,049,204
<b>2003</b>	509,695	213,618	31,660	754,973
<b>2004</b>	154,762	285,957	0	440,719
<b>2005</b>	464,761	378,192	0	842,953
<b>2006</b>	931,410	414,625	36,653	1,382,688
<b>2007</b>	1,600,447	522,010	33,368	2,155,825
<b>2008</b>	1,209,815	531,537	24,433	1,765,785
<b>2009</b>	457,041	464,813	8,175	930,029
<b>2010</b>	236,316	469,207	25,319	730,842
<b>2011</b>	87,800	505,752	30,825	624,377

Rental income includes various rental properties. Specific charges as of January 1, 2012 are as follows:

Category	Location/Purpose	Monthly Rent
<b>Municipal Center</b>	U.S. Post Office-Parking Lot	\$1,167
<b>3 City-owned houses</b>	Longhill Rd. & Waller Mill Rd.	\$1,288
<b>Transportation Center</b>	Rental Car	\$1,000
<b>Transportation Center</b>	Yellow Cab	\$400
<b>Transportation Center</b>	Williamsburg Area Transport	\$6,250
<b>Transportation Center</b>	Hampton Roads Transit	\$60
<b>Transportation Center</b>	Amtrak	\$2,860
<b>City Square</b>	Parking & Amenities for Lots 1,2, &3	\$293.70 each plus \$58.74 per parking space

The Community Building user fees are included in rental income. The base rate for a weekday is \$150/3 hour minimum and \$300 for the weekend. The City completed the construction of the Prince George Parking Garage (PGPG) and opened for operation in 2004. A breakdown of rental income from remaining properties over the last ten fiscal years is presented below:

Fiscal Year	Comm Bldg	City Square	Longhill Prop	Muni Center	Stryker Bldg	Trans Center	Gen. Prop	PGPG	Total
<b>2002</b>	25,100	19,804	3,988	59,543	4,450	38,500	16,528	0	167,913
<b>2003</b>	35,000	39,460	7,478	14,374	4,250	45,972	67,084	0	213,618
<b>2004</b>	32,206	36,908	7,395	14,466	3,400	50,386	118,660	22,536	285,957
<b>2005</b>	39,922	38,016	8,610	15,650	6,950	50,104	71,947	146,993	378,192
<b>2006</b>	38,100	38,418	7,095	15,600	8,050	54,330	48,326	204,706	414,625
<b>2007</b>	41,075	41,069	7,600	15,600	8,930	120,720	54,556	232,460	522,010
<b>2008</b>	50,575	40,341	9,150	15,600	6,960	123,061	46,595	239,255	531,537
<b>2009</b>	37,284	43,988	10,456	15,550	7,160	123,273	17,802	209,300	464,813
<b>2010</b>	40,255	44,071	8,946	13,332	6,050	125,203	18,858	212,492	469,207
<b>2011</b>	46,641	43,340	9,456	13,732	3,770	119,720	19,185	248,370	504,214

#### Charges for Services

The City uses this revenue classification to account for various revenue sources requiring charges. Minor amounts are included under Sheriff's fees and Commonwealth Attorney's fees, of which the City has no control over. Likewise, charges for correction & detention are for work release fees from

## Budget Guide

the Sheriff's Department. Also included are charges for maintenance of highways, streets, and sidewalks, which is used for billing special mowing or trash pickup and are minimal in amount. The largest item under this category is Charges for Parks & Recreation. City Code authorizes the Recreation Department to set and collect charges for programs and activities for use of its facilities and services. Charges for Services collected over the past ten years are shown below:

Fiscal Year	Sheriff's Fees	Commonwealth Attorney's Fees	Parks & Recreation	Planning & Comm. Dev.	Total
2002	1,366	728	291,421	47,598	341,113
2003	1,366	534	297,674	45,774	345,348
2004	1,366	414	270,705	45,360	317,845
2005	1,366	412	316,991	46,257	365,026
2006	1,366	394	302,835	56,566	361,161
2007	1,366	242	288,754	36,073	326,435
2008	1,378	160	298,453	43,750	343,741
2009	1,331	138	317,573	28,698	347,740
2010	1,460	266	350,497	37,881	390,104
2011	1,414	805	390,220	43,742	436,181

*Charges for Planning & Community Development include minor amounts for maps and surveys, with the largest dollars attributable to sales of Cedar Grove Cemetery lots.*

Recreation fees for the last ten fiscal years are highlighted in detail below:

Fiscal Year	Pool Fees	Tennis Fees	Waller Mill Park	Vending Machines	Classes	Athletics	Fishing Licenses	Misc.	Total
2002	6,173	11,445	44,259	7,788	64,502	136,012	6,522	14,720	291,421
2003	6,225	11,588	40,608	7,342	64,953	141,987	7,028	17,943	297,674
2004	6,342	10,352	44,111	4,153	49,769	133,219	4,901	17,858	270,705
2005	5,379	11,959	51,361	3,844	42,804	168,737	5,075	27,832	316,991
2006	5,161	8,551	55,701	3,298	32,878	160,908	0	36,338	302,835
2007	6,559	14,674	54,664	2,697	25,306	146,961	0	37,893	288,754
2008	6,641	19,595	62,481	1,567	22,326	146,948	0	38,895	298,453
2009	6,083	18,900	73,909	584	15,742	157,829	0	44,526	317,573
2010	7,989	27,891	79,938	356	15,022	157,526	0	61,775	350,497
2011	5,451	32,482	106,180	409	17,444	164,883	0	63,371	390,220

Cemetery lot sales and grave opening fees over the last ten years are as follows:

Fiscal Year	Cemetery Lot Sales	Grave Openings
2002	19,507	26,725
2003	20,167	23,275
2004	19,526	23,400
2005	22,450	21,675
2006	27,400	19,550
2007	18,700	12,250
2008	16,843	18,250
2009	12,383	14,450
2010	15,200	18,050
2011	22,520	14,950

Emergency Medical Transport - As of July 1, 2005, the City began a program of billing health insurance providers for emergency medical transportation services. Receipts to date are as follows:

Fiscal Year	EMS Fees
2006	180,024
2007	341,472
2008	353,613
2009	411,430
2010	396,546
2011	409,588

#### REVENUE FROM THE COMMONWEALTH

Monies received from the Commonwealth of Virginia are classified as either Non-categorical or Categorical aid. Non-categorical revenues are received quarterly according to State code, are not billed or itemized by the City or any constitutional officer, and are not designated to be used for any specific purpose. These are direct-deposited in the General Fund and used to pay for overall operations. Categorical aid must be spent on specific purposes. In the case of constitutional officers, expenditures are itemized and sent to the Commonwealth for reimbursement, based on various formulas provided for by state code.

#### Non-categorical Aid

Items included in this classification, and a brief description of how City revenues are calculated are shown below:

1. ABC Profits - Total net profits for ABC sales for the state are determined by the Department of Alcoholic Beverage Control, and reported to the Department of Accounts quarterly for distribution to localities. The funding formula for ABC profits is: Locality population (based on latest census) ÷ total state population X net profits.

2. Wine Taxes - 40¢/ liter wine tax is charged on all wine sold in Virginia. Taxes are remitted to the Department of Taxation, and 44% of the tax is re-distributed to localities based on the share of each locality's respective population.
3. Rolling Stock Taxes - The State Corporation Commission determines the assessed value of "Certified Motor Vehicle Carriers" [primarily bus companies] and assesses a property tax at the rate of \$1 per \$100 value. These revenues are distributed quarterly to the localities based on the miles the vehicles travel throughout the localities [based on reports submitted from the carriers].
4. Rental Car Taxes - Payments received from the Commonwealth are based on rental car taxes collected by rental companies within each jurisdiction. A 4% rental car tax is required to be assessed on all rental vehicles (prior to July, 1997 the tax applied only to rented passenger cars). Rental companies submit the taxes monthly to DMV with a report by locality. The Commonwealth distributes these funds quarterly to localities.
5. Grantor's Tax - The Clerk of the Circuit Court collects additional recording fees for this purpose, details monthly activity, and deposits these receipts in a State Account. Activity is separated at the courthouse for deeds relating to Williamsburg or James City County. Funds are distributed quarterly by the Commonwealth, from a \$10 million fund [\$40 million per year] to localities based on their share of overall grantor tax collections in the Commonwealth.
6. 599 Funds - Each locality in the Commonwealth is eligible to receive a percentage of the total amount to be distributed equal to the percentage of the total adjusted crime index attributable to each locality as determined by the Department of Criminal Justice Services. The City must notify the Department prior to July 1 each year that its law enforcement personnel have complied with minimum training standards as provided for by State Code. These distributions are made quarterly.

Non-Categorical Aid received over the last ten fiscal years is as follows:

Fiscal Year	ABC Profits	Wines Taxes	Rolling Stock Taxes	Rental Car Taxes	Grantor's Taxes	Total
2002	32,614	16,912	8,979	9,754	47,050	115,309
2003	14,518	13,442	6,907	12,057	48,940	95,864
2004	18,297	11,342	6,773	8,138	61,944	106,494
2005	7,035	7,373	6,906	5,737	49,980	77,030
2006	7,035	7,373	6,785	11,528	65,619	465,104
2007	7,034	7,373	5,370	18,510	65,597	103,884
2008	7,034	7,373	7,883	24,777	78,970	126,037
2009	0	0	8,940	15,899	55,459	80,298
2010	0	0	2,900	16,154	48,165	67,219
2011	0	0	9,046	10,604	49,845	69,495

## Categorical Aid

The City's Comprehensive Annual Financial Report classifies categorical aid into four sub-categories:

1. Shared Expenses - Constitutional offices included as City departments/operations with reimbursements provided (in-part) by the Commonwealth of Virginia.
2. Welfare - Pertaining to the City's general fund, only minor amounts of reimbursements are accounted for here. Virtually all of the City's Human Services programs are accounted for as a special revenue fund.
3. Education - The governor's distribution of state sales tax monies dedicated to education.
4. Other Categorical Aid - Largely the reimbursement for street/highway maintenance monies.

### Shared Expenses

1. Sheriff - This is a joint activity shared with James City County. The state refunds approximately 100% of state-approved salaries and operating costs of this department. However, since the City now is part of the Virginia Peninsula Regional Jail Authority, the Sheriff now provides only courtroom security and prisoner transfer activities. Jail staffing at the Courthouse has been significantly reduced, as many former employees now work for the Authority. Salary supplements are not reimbursed by the State.
2. Commissioner of the Revenue - State code provides for reimbursements to the City at 50% of salaries, fringe benefits and a minor portion of operating expenses. Any constitutional officer can make special requests for payment from the Compensation Board for additional consideration. For the City's Comprehensive Annual Financial Report dated June 30, 2010 total reimbursements were 43.5% of expenditures.
3. Treasurer - This is also a joint activity shared with James City County. The state reimburses the City 2/3 of salary, fringe benefits, and operating costs for the Deputy Treasurer, whose office is in the Municipal Building. The City, in turn, bills James City County 25% of the non-reimbursed amount annually. In the City's Comprehensive Annual Financial Report, only the State reimbursed monies are classified as Categorical Aid. Any reimbursements from James City County are classified as "Miscellaneous" revenues, so an exact ratio of reimbursements to expenditures is difficult to compute, based on the CAFR.
4. Medical Examiner - Reimbursed at \$30 per examination.
5. Registrar/Electoral Board - Salaries are reimbursed by the State at 100% for the Registrar and the Electoral Board members. No reimbursements are made for fringe benefits or operating expenditures. The Department of Finance bills the State Electoral Board annually. No salary supplements are made for the Registrar or board members.

### Welfare

In prior years the City accounted for miscellaneous general relief reimbursements through the General Fund. This activity is accounted for as a special revenue fund, and is included in

the City's Comprehensive Annual Financial Report in the Virginia Public Assistance Fund.

### Education

State Sales Tax for Education -The Governor distributes 1% of statewide sales tax receipts to every school district based on state census figures provided for school-age population. This is adjusted with each triennial census performed by the joint school system and verified by the localities.

Categorical Aid received over the last ten fiscal years are as follows:

Fiscal Year	Comm. of Rev.	Treasurer	Medical Examiner	Registrar/Electoral Bd.	599 Funds	State Sales Tax	Total
2002	74,428	23,077	180	40,642	307,807	429,304	875,438
2003	69,944	19,281	210	37,647	305,013	482,361	914,456
2004	69,689	18,983	270	36,985	304,172	559,110	989,209
2005	71,946	19,556	450	44,049	340,364	657,483	1,133,848
2006	77,082	20,316	570	45,445	366,764	696,305	1,206,482
2007	80,308	21,158	90	47,355	441,820	707,580	1,298,311
2008	84,230	22,677	0	52,529	443,843	717,848	1,321,127
2009	85,464	22,475	0	48,245	427,158	698,356	1,281,698
2010	83,733	18,024	0	43,044	391,496	796,087	1,332,384
2011	69,878	17,333	0	38,385	386,896	827,078	1,339,570

### Other Categorical Aid

Other aid received from the Commonwealth and designated for specific use includes:

1. Arts Commission - Grant funds are applied for by the City and James City County to the Commonwealth for the Local Government Challenge Grant Program. Funds are received directly by each locality. James City County reimburses the City for the State portion, and also an additional amount each year as provided for during the annual budget process. Since Fiscal Year 1998 each locality has received the \$5,000 state maximum allowed under this grant.

Total funds received for the Arts Commission over the last ten fiscal years are as follows:

Fiscal Year	Arts Commission Receipts	% Change
2002	68,925	5.2%
2003	69,425	.73%
2004	69,175	(.36%)
2005	73,150	5.8%
2006	73,375	.31%
2007	72,885	(.67%)
2008	75,070	3.0%
2009	76,350	1.7%
2010	75,390	(1.3%)
2011	65,000	(13.8%)

2. Street and Highway Maintenance - The City is reimbursed quarterly by the Commonwealth according to lane miles of streets within its boundaries. For FY 2012 reimbursements for principal/minor arterial roads are \$17,819 per lane mile, while collector/local streets are at a rate of \$10,461 per lane mile. Lane miles used to calculate reimbursement change only when additional roads are built in the City. Total revenue for FY2012 will be \$1,479,180 based on peak hour moving lane miles of state arterial roads in the City of 39.85 miles, and local streets of 73.52 lane miles. Payment rates change periodically, and are at the discretion of the Commonwealth of Virginia. Street & Highway Maintenance receipts over the last ten fiscal years are as follows:

Fiscal Year	Street & Highway Mtce Receipts	% Change
2002	1,037,194	5.2%
2003	1,082,951	4.4%
2004	1,131,859	4.5%
2005	1,169,565	3.3%
2006	1,229,662	5.1%
2007	1,277,857	3.9%
2008	1,332,230	4.3%
2009	1,382,944	3.8%
2010	1,376,050	(.5%)
2011	1,426,219	3.7%

3. Emergency Services - Each year funds are received for Radiological Emergency Preparedness. These funds support the activities of state agencies and certain local governments in establishing, maintaining, and operating emergency plans, programs and capabilities to deal with nuclear accidents<sup>8</sup>. Annual training exercises are performed, within program guidelines, and are coordinated throughout the geographic area with other local governments and Dominion Power. Amounts received each year are based on the projected annual cost of administering the state and local government programs for the power stations. Emergency services program receipts over the last ten fiscal years are as follows:

Fiscal Year	Emergency Services Program Receipts
2002	32,117
2003	3,920
2004	35,000
2005	37,000
2006	36,087
2007	75,000
2008	0
2009	0
2010	25,000
2011	25,000

4. Fire Programs - This is a special appropriation to localities to be used for fire service training, training facilities, and fire-fighting equipment or vehicles. Localities must provide detailed expenditure reports annually to qualify for these funds. All monies received must be spent in the year of receipt. Fire program receipts over the last ten fiscal years are as follows:

Fiscal Year	Fire Program Receipts	% Change
2002	16,203	0%
2003	16,080	(.8%)
2004	17,902	11.3%
2005	23,629	32.0%
2006	27,182	15.0%
2007	29,102	7.1%
2008	31,628	8.7%
2009	32,650	3.2%
2010	37,342	14.4%
2011	34,643	(7.2%)

<sup>8</sup> Va of Emergency Services - Funding to State and Local Government Agencies and Supporting Organizations, June, 1992

5. EMS Funds- Four for Life - State Code provides for an additional \$4 per year to be charged and collected when registrations for pickups, panel trucks, and motor vehicle are made at the Department of Motor Vehicles. These monies are paid into the State treasury to be used for emergency medical service purposes. Twenty-six percent of these funds are returned to the localities where the registrations were made. It supports volunteer and paid-personnel training, equipment, and supplies for emergency purposes.

Four for Life receipts over the last ten fiscal years are as follows:

Fiscal Year	Four for Life Receipts	% Change
2002	5,501	(.5%)
2003	5,559	(1.1%)
2004	6,176	11.1%
2005	6,742	9.2%
2006	11,029	63.6%
2007	11,893	7.8%
2008	22,661	90.5%
2009	14,676	(35.2%)
2010	13,915	(5.2%)
2011	15,493	11.3%

6. Litter Control - The City receives this annual grant from the Department of Waste Management to aid in litter control. Monies are used for litter prevention, elimination and control. The grant must be applied for each year, and an accounting is made each year to verify that funds are spent appropriately. Amounts vary each year depending on available funds and local program requirements. Revenues for litter control over the last ten fiscal years are as follows:

Fiscal Year	Litter Control Receipts
2002	5,143
2003	4,784
2004	4,495
2005	4,495
2006	6,568
2007	5,307
2008	6,508
2009	6,337
2010	5,125
2011	5,910

REVENUE FROM THE FEDERAL GOVERNMENT

The City's Comprehensive Annual Financial Report itemizes Federal receipts on the Schedule of Federal Awards, according to the Catalog of Federal Domestic Assistance catalog numbers. Human Services programs account, by far, for the majority of the City's federal funds. These programs are accounted for in the Public Assistance Fund. For General Fund purposes, only limited sources of federal funding exist. These programs are highlighted:

1. Community Development Block Grant - These are pass-thru funds for specific CDBG projects in the City in partnership with the Williamsburg Redevelopment & Housing Authority. The City received \$25,000 during FY 2011, for a planning study.
2. Local Law Enforcement Block Grant - The City must apply for these funds each year through the Department of Justice. An interest-bearing checking account is maintained for this grant, and detailed quarterly reports must be filed until the funds are spent. The City received \$6,631 for the Byrne Justice Assistance Grant Program for FY 2011.
3. Department of Homeland Security - These funds are federal pass-thru grants administered by the Commonwealth of Virginia. A grant for \$17,000 for a license plate reader was received during FY 2011. In addition, \$20,471 was received for Citizen's Corp Project and the Citizen Emergency Response Team training.

POTENTIAL REVENUE SOURCES

State Code Section 58.1-3840 allows cities or towns to charge excise taxes on *admissions*, which the City does not impose.

**EXPENDITURE CLASSIFICATIONS****1000 SALARIES AND WAGES**

- 1001 Salaries  
Compensation for all full time employees who hold permanent positions.
- 1002 Salaries-Overtime  
Compensation for overtime and holiday pay for all eligible employees in accordance with the Personnel Manual.
- 1003 Salaries, Part-time Employees  
Compensation for all part time employees (less than 40 hours per week) who are paid on an hourly basis and are not eligible for all employee benefits. (See Personnel Manual)
- 1005 Salaries-Temporary  
Compensation for employees who are working on a temporary basis.  
(See Personnel Manual)
- 1006 Discretionary Leave  
Compensation for police, fire, or water plant personnel who must work on stated holidays. (See Personnel Manual)
- 1008 Traffic Control  
Compensation for police department personnel who work extra hours for traffic control purposes.
- 1009 Off-Duty Policemen  
Compensation for police personnel hired by outside establishments after regular working hours. (City is reimbursed by contracting party.)

**2000 FRINGE BENEFITS**

- 2001 FICA  
Employer's share of Social Security Taxes.
- 2002 Virginia Retirement System (VRS)  
Cost of contributions to Virginia Retirement System for all fulltime employees.  
VRS enrollment is mandatory for all full-time employees, and paid as a percentage of base salary.
- 2004 Dental  
Costs for employee dental reimbursement program.
- 2005 Hospitalization  
City's cost for medical benefit package premiums, not including dental.
- 2006 Group Life Insurance  
City's cost for VRS group life insurance policy.
- 2009 Unemployment Insurance  
Costs for unemployment insurance.
- 2010 Worker's Compensation  
Costs for worker's compensation insurance.
- 2012 Clothing Allowance  
Costs associated with purchase of clothing by designated personnel.

- 2013 Education Allowance  
Costs for tuition assistance.
- 2016 Training  
Costs associated with training fire, police, and water plant personnel.
- 2021 Cleaning Allowance  
Costs associated with cleaning of uniforms and clothing.

**3000 PROFESSIONAL SERVICES**

- 3001 Professional Health Services  
Costs associated with medical services such as physicals for certain employees.
- 3002 Professional Services-Other  
Costs for legal, financial, engineering, and other specialized professional services.
- 3004 Repair and Maintenance  
Costs for services for repair or maintenance of city equipment and structures.
- 3004- 1 Cars and Trucks  
2 Buildings  
3 Office Equipment  
4 Powered Equipment  
5 Street Signs, Markings, and Water Meters  
6 Traffic Signals
- 3005 Service Contracts  
Costs for all service contracts except radio.
- 3006 Printing  
Costs associated with the printing of forms, documents, manuals, etc.
- 3007 Advertising  
Costs for classified and legal advertisements.
- 3008 Laundry and Dry Cleaning  
Costs associated with uniform rental.
- 3009 Purchase of Services  
Costs for purchasing of services and supplies from other governmental agencies (do not include joint activities).
- 3013 Jurors, Commissioners, Witnesses  
Costs associated with court trials and legal disputes.
- 3031 Garbage Contract  
Costs for garbage pick-up and disposal.
- 3032 HRSD  
Costs for treatment of raw sewage by Hampton Roads Sanitation District.
- 3033 Exterminating  
Costs for extermination contracts for city-owned buildings.
- 3099 Detective Funds  
Costs associated with police work.

5000 PURCHASE OF GOODS AND SERVICES

- 5101      Electricity  
              Costs of electricity (Dominion Power).
- 5102      Heating Fuel  
              Purchase of natural gas and heating oil.
- 5103      Water and Sewer  
              Costs of water and sewer services.
- 5201      Postage  
              Stamps, stamped envelopes, postage meter costs, permit fees, etc.
- 5203      Telecommunications  
              Costs incurred for land-line, cellular phone, and pager service.
- 5204      Radios  
              Cost of operating city-wide radio systems.
- 5205      Emergency "911"  
              Costs of operating emergency lines for the dispatch operation.
- 5301      Boiler Insurance  
              Costs of insuring heating plants, generators, and other mechanical equipment.
- 5302      Fire Insurance  
              Costs of insuring buildings and contents against fire.
- 5305      Motor Vehicle Insurance  
              Costs of insurance for motor vehicles.
- 5306      Surety Bonds  
              Costs for surety bonds for certain city personnel.
- 5307      Public Officials Liability  
              Costs of insuring certain public officials against suits, etc.
- 5308      General Liability Insurance  
              Cost of insuring the city against certain accidents, etc.
- 5401      Office Supplies  
              Costs of office supplies such as envelopes, pens, pencils, paper, forms, etc. used in everyday office operations.
- 5402      Food and Food Service Supplies  
              Costs of providing miscellaneous food or supplies at Fire Station.
- 5403      Agricultural Supplies  
              Costs for care and treatment of plants, lawns, landscaping, including small tools.
- 5404      Material and Lab Supplies  
              Costs for purchasing medical and laboratory supplies for appropriate city departments.
- 5405      Laundry, Housekeeping and Janitorial Supplies  
              Costs of custodial and housekeeping supplies, including lightbulbs.
- 5406      Linen Supplies  
              Costs of linens used in Fire Department.
- 5407      Repair and Maintenance Supplies

		Costs of building material supplies, paint, electrical, and plumbing supplies.
5408		Vehicle and Powered Equipment Supplies Supplies for cars, trucks, heavy equipment, etc. used by City Shop.
5408-	1	Cars and trucks
	2	Tires and tubes
	3	Gas and oil for vehicles
	4	Powered equipment - light and heavy
	5	Sign and street marking supplies
	6	Generator fuel
5409		Police Supplies Costs of items such as guns, ammo, flashlights, etc.
5410		Uniforms and Wearing Apparel Costs for uniforms, protective clothing, boots, overalls, and other items or working apparel provided to employees.
5411		Books and Subscriptions Costs for professional periodicals, books, and publications.
5412		Recreation Supplies Costs for supplies used for Recreation Department programs.
5413		Other Operating Supplies Costs for chemicals and other supplies not covered in other accounts.
5414		Merchandise for Resale Costs of vending machine merchandise.
5415		Fire Prevention Materials Costs of materials used by Fire Department for fire prevention.
5416		Pool Supplies Costs of supplies for operation of Quarterpath Pool.
5417		Water Meters Costs of purchasing water meters for the Utility Fund.
5418		Litter Control Costs associated with litter pickup.
5501		Travel Expense Mileage reimbursement @ 44.5¢/mile for approved use of private vehicles for job-related travel.
5504		Travel (Conferences and Conventions) Costs for lodging, transportation, registration fees, and materials. All travel must have prior department head approval.
5602		Colonial Behavioral Health (formerly Colonial Services Board) Costs of City's contribution to community program.
5604		Contributions to Other Agencies Donations to outside organizations approved by City Council.
5801		Dues and Memberships

	Costs for dues and memberships in professional organizations.
5805	Other Costs (non-recurring) not budgeted under other accounts.
5838	Principal Repayment of long term debt principal.
5839	Interest Interest payments on long term debt.
5899	Joint Activity Payments to James City County for jointly operated departments and agencies.

7000 FIXED ASSETS

7001	Machinery and equipment
7002	Furniture and fixtures
7003	Communication equipment
7005	Motor vehicles
7007	ADP Equipment
7008	Pedestrian Improvements
7009	Street resurfacing
7010	Building alterations

8000 LEASES AND RENTALS

8001	Lease and Rental of equipment Cost for temporary rental or lease of equipment (no lease-purchase agreements).
8002	Lease and Rental of buildings Costs for rental or lease of office or storage space.

**FUNDING RELATIONSHIPS****Agency/Organization****List of Other Contributors****Constitutional Officers**

(Generally)

**Commissioner of the Revenue**

State

**Notes**

Compensation Board. The state pays a portion of salary, benefits, and some operating costs. The City pays salary supplements in some cases, fringe benefits. Operating salaries for these officers are approved by the State..

**Treasurer**

State

The City provides office space for this officer and staff. The State reimburses the City for 50% of salary, fringes (except healthcare) and some operating expenses. The reimbursable portion of the Commissioner's salary is based on the 1980 salary amount divided in half plus any all increases in pay since that date. The State pays 50% of 2 full-time positions allowed based on population. A salary supplement is provided by the City. The State reimburses half the employer cost of VRS (Retirement), FICA, and Group Life insurance. The balance of fringes is paid by the City. The staff participates in all City employee programs (e.g., health insurance, deferred and workers compensation), including the Pay Plan. Legislation may affectively reduce the level of State funding for the Commissioner of the Revenue's operation.

**Clerk of Circuit Court**

JCC, State

The State reimburses the City and JCC for half the cost of the Treasurer and staff. The City, State and JCC share in the local cost of the Treasurer. The State reimburses 88% of state approved salary, 100% of FICA match, and 46% of VRS costs. JCC bills the City for a percentage of the non-reimbursable costs based on population. Office space is provided by both localities. The State reimburses the City for 2/3rds of salary, and fringes (except healthcare) for the City Deputy Treasurer, whose office is located in the Municipal Building. The City bills JCC for 25% of the non-reimbursable costs for salary and fringes associated with the City Deputy Treasurer position for work associated with W/JCC Schools. Pending legislation may drastically reduce the level of State funding for the Treasurer's operation.

**Agency/Organization**List of Other Contributors**Clerk of Circuit Court**

JCC, State

Notes

The State funds salaries and a portion of fringes and operating expenses for the Clerk and staff. A portion of fringe benefits is supplemented. Twelve positions in this office are fully State funded. Two part-time positions are locally funded. All temporary part-time personnel costs are reimbursed by the State, but not permanent part-time. These part-time salaries and some fringes are paid by the City and County per the Courthouse Agreement (See Circuit Court).

**Commonwealth Attorney**

JCC, State

The Compensation Board sets the salaries for the Commonwealth Attorney, four assistants, and four full-time support staff. All positions receive a salary supplement, ranging from 1.5% to 61%, paid by the City and JCC based on population each year. In addition, the Victim's Assistance program consists of three grant positions, which are supplemented locally. The balance of any fringes in excess of the amount provided by the State is paid by the City and JCC based on population per the courthouse agreement.

**Sheriff's Department**

JCC, State

The joint Williamsburg/James City County Sheriff is responsible for courtroom security and serving civil warrants, but no longer handles jail facilities since the City became part of the Va Peninsula Regional Jail Authority. City/JCC share local cost on a population formula as provided in the City/County Joint Courthouse Agreement. Payroll and operating expenses have been administered by James City County since January 1, 1998. The state compensation board will reimburse the County for state-approved salaries, benefits, and some operating expenses. Salary supplements and a portion of unreimbursed operating expenses are shared locally based on the Courthouse Agreement. Sheriff's employees participate in the JCC's worker compensation, health insurance, and Va Retirement System programs.

**Voter Registrar**

Board of Elections, State

The State pays majority of the Registrar's salary. For FY 2011 that rate was 75.45%. Costs associated with one part-time employee, fringe benefits, and operating costs are paid by the City. Staff participates in the City's workers compensation, health insurance, and other employee benefit programs. The City provides accounting and payroll services.

**Circuit Court (Vacant)**

State

The City and JCC share in the cost of the Judge's secretary, jurors, capital outlay, and operating expenses of this office. City and JCC also fund a Legal Assistant position for the Circuit Court Judge. The Judge's salary is paid by the State.

The City/JCC agreement dates December 12, 1996 provides for joint operations of all courthouse activities. All courthouse personnel and operating costs which are the responsibility of local government are split between the City and County based on population, and is updated as of December each year.

**Agency/Organization**  
List of Other Contributors

**General District Court** (Killilea)

**Notes**

The City and JCC share in the cost of operating expenses and capital outlay for this office based on the Courthouse Agreement. The Judge's salary is paid by the State.

**Juvenile and Domestic Relations Court** (Fairbanks)  
JCC, State

The City and JCC share in the cost of operating expenses for this office based on the Courthouse Agreement. The Judge's salary is paid by the State.

**Ninth District Court Services Unit**  
Juvenile Probation Office State, JCC,  
York, Charles City, King William, King  
& Queen, Mathews, Gloucester, New  
Kent, Middlesex, Poquoson

Salaries and fringes for this office are paid by the State. Local operating costs are shared between the City and JCC. For the District office, the City pays 1/11<sup>th</sup> of the operating costs. In addition, the City pays actual juvenile detention expenses for the Merrimac Center through the Middle Peninsula Juvenile Detention Commission for City cases.

**Colonial Group Home Commission**  
JCC, York, and Gloucester counties  
State Dept of Youth & Family Svcs.

Funded through State block grant and per diem revenues. Programs include Crossroads, Community Supervision, and Psychological Services.

**Health District**  
State, Newport News, JCC, York  
County, and Poquoson

Contribution is based on funding formula which apportions local share among district jurisdictions. Some monies are refunded to City based on generated revenues each year.

**Colonial Behavioral Health**  
(Chapter X)  
State funds, JCC, York County,  
Poquoson  
Federal Funds, fee revenues  
(clients, Medicare, Medicaid, etc.)

Funded at discretion of Council. Funding request is based on population and usage.

**Department of Human Services**  
State, Federal Dept. of Health and  
Human Services

Approximately 70% of personnel and operating costs are reimbursed by the State and Federal governments.

**Williamsburg-James City County Public Schools**

Local funding share is apportioned between the City and JCC based on the Joint Schools Agreement, as amended in 1991, 1996, 2001, and 2007. FY 2013 is the first year of the latest revised 5-year contract period. Historically State support has been approximately 30% of total school system cost, and based on formula and General Assembly appropriations. Federal funding is received and largely directed to categorical programs, and received on a cost-reimbursement basis.

**Agency/Organization**List of Other Contributors**Williamsburg Regional Library**

JCC, York County, State funds  
and generated revenues

Notes

City/County cost sharing is governed by the July, 2006 five-year agreement, and based on circulation. Each jurisdiction pays for the capital costs associated with the library buildings located therein. York County also contributes based on a memorandum of understanding. The State contributes approximately 5% of total operating costs on a formula basis, through the Library of Virginia.

**Avalon Center for Women and Children**

United Way, State Housing Dept.,  
JCC, York County, private donations

Funded at discretion of Council per advice of Human Services Review Committee

**Foster Grandparents Program**

Hampton, JCC, York County, Newport News, Federal funds

Funded at discretion of Council per advice of Human Services Review Committee

**Peninsula Agency on Aging**

State and Federal funds, Newport News, Hampton, Poquoson, JCC, York County, private donations

Funded at discretion of Council per advice of Human Services Review Committee

**Historical Triangle Senior Center**

JCC, York Counties

Funded at discretion of Council per advice of Human Services Review Committee

**Community Action Agency Center**

JCC, donations, State/Fed. grants

Funded at discretion of Council per advice of Human Services Review Committee

**CHIP of Virginia**

Public/private partnership-partner agencies, corporations, foundations, individuals, local gov'ts

Funded at discretion of Council per advice of Human Services Review Committee.

**Hospice of Williamsburg**

United Way, private donations

Funded at discretion of Council per advice of Human Services Review Committee.

**Williamsburg Area Transport**

JCC, York County, State funds

Funded at discretion of Council. Agency administers the regional transit system serving residents, visitors, and students through fixed-routes, and services disabled in the City, JCC, and the Bruton District of York County.

**Colonial Williamsburg Foundation**

Endowments, generated revenue,  
private contributions

Funded at discretion of Council for purpose of purchasing advertising time to attract visitors to Colonial Williamsburg.

### Agency/Organization List of Other Contributors

### Notes

**Greater Williamsburg Chamber & Tourism Alliance**  
JCC, York County, Wmsbg  
Hotel/Motel Association Membership, programs

Funded at the discretion of Council. In recent years all funding has been dedicated to tourism promotion except for \$100,000 per year for Alliance operations.

**Hampton Roads Partnership**  
Hampton Roads communities, businesses, civic organizations, military, and educational institutions

Provides regional leadership to focus on those strategic issued that will improve Hampton Roads' competitive position in the global economy. Funded at the discretion of Council.

**Hampton Roads Planning District Commission and Metropolitan Planning Organization (MPO)**  
JCC, York county, Newport News, Poquoson, Hampton, Gloucester, Tidewater jurisdictions, State and Federal funds

City share is based on per capita membership assessment each year.

**Hampton Roads Economic Development Alliance/Peninsula Council for Workforce Development**  
Hampton, Newport News, JCC, York County, Gloucester, Poquoson

Funded at discretion of Council.

**Thomas Nelson Community College**  
State, Newport News, JCC, Poquoson, York County, Hampton

Funded at discretion of Council, based on population formula for improvements to parking and site, not including buildings.

**Colonial Soil and Water Conservation District**  
State, JCC, York County

This is a State agency and is primarily funded by the State. Historically, the CSWCD member jurisdictions have shared in the cost of funding one position.

**Williamsburg Area Arts Commission**  
JCC, State funds

Funded at discretion of Council. Agency recommends funding to over 30 groups and monitors how arts groups spend funds. James City County pays half by agreement.

**Animal Control**  
JCC

The City pays JCC to provide animal control services under a 1993 inter-local agreement.

**Heritage Humane Society**  
JCC, York County, private donations

Funded at discretion of Council..

<u>Agency/Organization</u> <u>List of Other Contributors</u>	<u>Notes</u>
<b>Virginia Peninsula Public Service Authority</b> JCC, York County, Hampton, Newport News, Poquoson, and Middle Peninsula jurisdictions	The City share is based on a budget formula adopted by the VPPSA Board of Directors each year.
<b>Virginia Peninsula Regional Jail Authority</b> JCC, York County, Poquoson, Dept. of Corrections	The City shares in the cost of operating this authority. VPRJA operates a regional jail on Route 143 in lower James City County. City pays its share based on number of prisoners held for crimes committed in the City.
<b>Information &amp; Referral Service-United Way</b> JCC, York County, Williamsburg Hotel/Motel Assoc., membership programs	Funded at discretion of Council per advice of Human Services Review Committee
<b>Jamestown-Yorktown Foundation</b> JCC, York County, State grants, private donations, admission fees	Funded at discretion of Council.
<b>Colonial Court Appointed Special Advocates (CASA)</b> JCC, York County, State grants, private donations	Funded at discretion of Council per advice of Human Services Review Committee.
<b>Williamsburg Aids Network</b> Private donations	Funded at discretion of Council per advice of Human Services Review Committee.
<b>Williamsburg Extension Services</b> State	Funded at discretion of Council per advice of Human Services Review Committee.
<b>Williamsburg Area Medical Assistance Corporation (WAMAC)</b> State and JCC	Funded at discretion of Council per advice of Human Services Review Committee.

## FUND STRUCTURE

The City's accounting system is organized on the basis of funds and groups of accounts, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts which comprise its assets, liabilities, fund equity, revenues and expenditures or expenses. The various funds are grouped in the financial statements as follows:

Governmental Funds account for the expendable financial resources, other than those accounted for in proprietary or fiduciary funds. The Governmental Fund measurement focus is upon determination of financial position and changes in financial position, rather than upon net income determination as would apply to a commercial enterprise. The individual Governmental Funds which are budgeted are the General Fund, Sales Tax Fund, which are combined in the General Fund as presented in the City's Comprehensive Annual Financial Report (CAFR) each year. The Public Assistance Fund is also a governmental fund, and accounts for programs offered by the Human Services Department.

General Fund - This fund accounts for all revenues and expenditures of the City which are not accounted for in other funds. Revenues are derived from general property taxes, other local taxes, licenses and permits, and revenues from other governmental units.

Sales Tax Fund (also referred to as General Capital Improvement Program) - This fund accounts for scheduled major capital improvements for the upcoming year. Revenues are traditionally derived from the 1% Sales Tax monies collected monthly at the State level, and interest earnings.

Public Assistance Fund – This fund accounts for activities of the City's Human Services Department. The majority of funding is provided by the Federal and State government for social service programs. The remainder of its funding is provided by the City as annual contribution from the General Fund.

Proprietary Funds account for operations that are financed in a manner similar to private business enterprises. The Proprietary Fund measurement focus is upon determination of net income, financial position, and cash flows. Enterprise funds account for the financing of services to the general public where all or most of the operating expenses involved are recovered in the form of charges to users of such services. The Utility Fund, consisting of the operations for water and sewer services, is the City's only Enterprise Fund.

### Budgets and Budgetary Accounting

Formal budgetary integration is employed as a management control device during the year for the General Fund, Sales Tax Fund, Utility Fund, and Public Assistance Fund. Annual operating budgets are adopted by ordinances and resolutions passed by the City Council for those funds. Budgets are prepared on the same basis of accounting used for financial reporting purposes. The City does not integrate the use of encumbrance accounting in any of its funds. The original budgets and revisions, if any, are authorized at the department level by City Council. The City Manager has the authority to transfer funds within the departments, so long as the total appropriation for a department is not adjusted. All appropriations for operating budgets lapse at year-end to the extent that they have been fully expended. As capital projects can be multi-year, funds appropriated by City Council can carry over to future years for projects not completed each year, at the discretion of the City Manager.

**Basis of Accounting:****Governmental Funds:**

Governmental Funds utilize the modified accrual basis of accounting under which revenues and related assets are recorded when measurable and available to finance operations during the year. Accordingly, real and personal property taxes are recorded as revenues and receivables when billed, net of allowances for uncollectible amounts. Property taxes not collected within 45 days after year-end are reflected as deferred revenues - uncollected property taxes. Sales and utility taxes, which are collected by the State or utilities and subsequently remitted to the City, are recognized as revenues and receivables upon collection by the State or utility, which is generally in the month preceding receipt by the City. Licenses, permits, fines and rents are recorded as revenues when received. Intergovernmental revenues, consisting primarily of federal, State and other grants for the purpose of funding specific expenditures, are recognized when earned or at the time of the specific expenditure. Expenditures are recorded as the related fund liabilities are incurred.

**Proprietary Funds:**

The accrual basis of accounting is used for the Utility Fund. Under the accrual method, revenues are recognized in the accounting period in which they are earned, while expenses are recognized in the accounting period in which the related liability is incurred.

**Basis of Accounting vs. Basis of Budgeting**

Budgets are prepared on the same basis of accounting used for financial reporting purposes (GAAP). There are some instances whereas the generally accepted accounting principles used for financial reporting purposes will differ from those used in budget preparation. Under GAAP reporting requirements changes in the fair market value of the City's investments are treated as adjustments to revenue at fiscal year-end, and those effects are not considered (or known) in the budget process. The other difference is the annual adjustment necessary to reflect the value of earned but unused vacation leave due to employees at fiscal year-end. Such amount would be paid upon an employee's separation from the City, but is not known or budgeted due to the unknown nature of employee's use of vacation leave.



**BUDGET POLICIES****A. Financial Planning Policies:**

1. Balanced Budgets:
  - a. The general operating fund (General Fund) and the special local option sales tax fund (General Capital Improvement Program, or CIP), Utility Fund operating fund, and the Utility Fund CIP are subject to the annual budget process.
  - b. All operating and capital fund budgets must be balanced - total anticipated revenues plus fund balances or reserves brought forward must equal total estimated expenditures each year.
  - c. The Utility Fund (the City's only Enterprise Fund type) will be self-supporting.
  - d. All budgets will be formulated and adopted on the basis of accounting consistent with generally accepted accounting principles (GAAP).
  - e. The budget process will include coordinating development of the capital improvement budget with development of the operating budget.
2. Long-Range Planning:
  - a. Budgets will be adopted annually, taking into consideration input from all organizational levels of the City. The Planning Commission will review current and future capital improvement projects and make recommendations to staff for input to the annual budget document.
  - b. The long-term revenue, expenditure, and service implications of continuing or ending existing programs or adding new programs, services, and debt will be considered while formulating all budgets annually.
  - c. The City will assess the condition of all major capital assets, including buildings, roads, bridges, water and sewer lines, vehicles, and equipment annually.
  - d. To estimate the City's future financial position, the long-term impact of operating and capital spending will be analyzed five years forward, concurrent with the formulation of all budgets.
  - e. The General Fund will maintain a minimum of 35% of total operating revenues as its unassigned fund balance.
  - f. Fund Balance of the General Fund shall be used only for emergencies, non-recurring expenditures, or major capital purchases that cannot be accommodated through current year savings.

**B. Revenue Policies:**

1. Revenue Diversification:

The City will strive to maintain a diversified and stable revenue system to protect the City from short-run fluctuations in any one revenue source and ensure its ability to provide ongoing services.

  - a. The City will identify all revenue and grant options available to the City each year.
  - b. All revenue collection rates, especially for real estate and personal property taxes, will be reviewed annually, and all efforts to maximize receipt of revenues due will be made by the Finance Department.
2. User Fees and Charges:

Fees will be reviewed and updated on an ongoing basis to ensure that they keep pace with changes in the cost-of-living as well as changes in methods or levels of service delivery.

  - a. Rental of City properties – Charges will be reviewed annually and compared with market rates for comparable space or property in the community. The City will

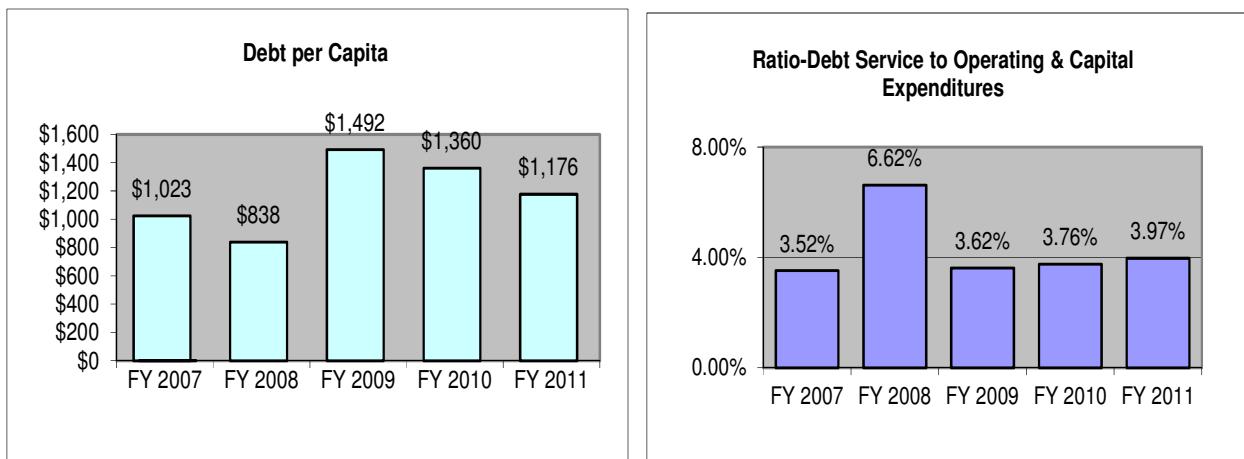
- consider annual escalator clauses in multi-year rental contracts to take into effect the impact of increases in the cost of living.
- b. Building permit and inspection fees will be reviewed annually.
  - c. Recreation program charges will be reviewed annually. In general, all efforts will be made to provide programs and activities at an affordable level for the residents of the Williamsburg area while still recovering a major portion of incidental costs of programs, not to include administrative costs or the use of facilities.
    - i. Charges for specialty classes such as yoga, aerobics, dance, dog obedience, etc. will be set at a level to encourage maximum participation, and also enable 75% to 80% of program receipts to be used to compensate instructors.
    - ii. Team sports participation fees will also be set to encourage maximum participation, with approximately 80% to 90% of charges being used to defray costs of officiating, prizes and awards, scorekeepers, and team pictures.
    - iii. Admission fees for the use of the Quarterpath Pool are intended to provide an affordable service to citizens. Fees are not intended to recover 100% of the costs of operating this facility. The City encourages individual and family seasonal membership passes at a minimum fee, which provide an even more affordable opportunity for residents to enjoy this outdoor facility during the summer months.
  - d. The City's Utility Fund will be self-supporting. Water and sewer charges will be reviewed annually and set at levels which fully cover the total direct and indirect costs - including operations, capital outlay, and debt service.
3. Use of One-time or Limited-time Revenues:
- a. To minimize disruptive effects on services due to non-recurrence of these sources, the City will not use one-time revenues to fund operating expenditures.

### **C. Expenditure Policies:**

1. Operating/Capital Expenditure Accountability:
  - a. The City will finance all current expenditures with current revenues. The City will not short-term borrow to meet cash-flow needs.
  - b. Future operating costs associated with new capital improvements will be projected and included in operating budgets.
  - c. Capital improvement program budgets will provide for adequate maintenance of capital equipment and facilities and for their orderly replacement.
  - d. The budgets for all funds shall be controlled at the department level. Expenditures may not exceed total appropriations for any department without approval from the City Manager.
  - e. All operating fund appropriations will lapse at fiscal year-end. Any encumbered appropriations at year-end may be re-appropriated by City Council in the subsequent year. Multi-year capital improvement projects may be carried-forward in the subsequent year, at the discretion of the City Manager.
  - f. The City will include contingency line items in the General Fund, General CIP, and Utility Fund CIP, not to exceed \$200,000, to be administered by the City Manager, to meet unanticipated expenditures of a non-recurring nature.
  - g. The City will maintain a budgetary control system to ensure adherence to the budget and will prepare and present to City Council monthly financial reports comparing actual revenues and expenditures with budgeted amounts.

**D. Debt Policy:**

1. The objective of the City's debt policy is to maintain the City's ability to incur present and future debt at the most beneficial interest rates in amounts needed for financing the adopted Capital Improvement Program without adversely affecting the City's ability to finance essential City services.
2. A five-year capital improvements program will be developed and updated annually along with corresponding anticipated funding sources.
3. Capital projects financed through either bank qualified loan or the issuance of bonded debt will be financed for a period not to exceed the useful life of the project.
4. Debt service principal payments will be scheduled in equal installments over the life of the indebtedness.
5. Requirements of continuing disclosure agreements for all bond issues will be complied with, including annual filing of audited financial statements and adopted budgets, to the Municipal Securities Rulemaking Board, and all national rating agencies which have assigned a bond rating for the City.
6. Pay-as-you-go financing will be the normal method of funding the capital program, with debt financing not to exceed the limits established below.
7. Actual ratios of per capita debt, and debt service to operating expenditures, and the not-to-exceed limit are shown below.



- Outstanding Debt per Capita (maximum): \$1,700 - \$2,400, including Utility Fund
- Ratio of Debt Service to Operating Expenditures includes capital projects.
- 

**E. Investment Policy:**

In recognition of its fiduciary role in the management of all public funds entrusted to its care, it shall be the policy of the City that all investable balances be invested with the same care, skill, prudence and diligence that a prudent and knowledgeable person would exercise when undertaking an enterprise of like character and aims. Further, it shall be the policy of the City that all investments and investment practices meet or exceed all statutes and guidelines governing the investment of public funds in Virginia, including the Investment Code of Virginia and the guidelines established by the State Treasury Board and the Governmental Accounting Standards Board.

Copies of the City's comprehensive investment policy, including the objectives, allowable investments, quality, maturity restrictions, prohibited securities, and additional requirements are available at the Department of Finance.

## **F. Fund Balance Policy (adopted by City Council on June 9, 2011):**

### **1. Background and Purpose**

- a. Sound financial management principles require that sufficient funds be retained by the City to provide a stable financial base at all times. Adequate levels of fund balance are essential to protect against reducing service levels because of temporary revenue shortfalls or unanticipated expenditures. Fund balance provides resources during the time it takes to develop and implement a longer term financial solution. Fund balance is also crucial in long-term financial planning and financing as credit markets carefully monitor levels of fund balance to evaluate creditworthiness.

### **2. Components of Fund Balance**

The following individual items shall constitute the Fund Balance:

- a. Nonspendable Fund Balance – Amounts that cannot be spent due to form (such as inventories and prepaid amounts), and/or amounts that must be maintained legally intact or contractually intact (such as principal of a permanent fund).
- b. Restricted Fund Balance – Amounts constrained for a specific purpose by external parties, constitutional provisions, or enabling legislation.
- c. Committed Fund Balance – Amounts constrained for a specific purpose by City Council using its highest level of decision-making authority. It would require another action of the City Council to remove or change the constraints placed on the resources. Commitments must be established.
- d. Assigned Fund Balance – Amounts constrained for a specific purpose by the City Manager, who has been given the delegated authority by the City Council to assign amounts. The amount reported as assigned should not result in a deficit in unassigned fund balance.
- e. Unassigned Fund Balance – Amounts not classified as nonspendable, restricted, committed, or assigned. The General Fund is the only fund that would report a positive amount in the unassigned fund balance.

### **3. Funding Requirements of Unassigned Fund Balance of the General Fund**

- a) An unassigned fund balance shall be established at an amount equal to a minimum of 35% of General Fund operating revenues as shown in the City's most recent comprehensive annual financial report (CAFR).
- b) The use of the unassigned fund balance will be permitted to provide temporary funding of unforeseen emergency needs.
- c) If the unassigned fund balance falls below an amount equal to 35% of the General Fund operating revenues as outlined above, a plan to replenish the fund balance within twelve months will be presented to the City Council.
- d) Unassigned fund balance represents the residual fund balance after the nonspendable, restricted, committed and assigned fund balance categories are deducted.

**4. Monitoring and Funding**

- a) City staff will report on compliance with this Policy during the presentation of the Comprehensive Annual Financial Report (CAFR) at the regular meeting of City Council in December each year.
  - b) The City shall annually demonstrate that it will comply with this Policy based on its proposed Operating and Capital Budget for each year.
- 



## INTRODUCTION

The Capital Improvements Projects of the City of Williamsburg are administered through two funds, the Sales Tax Fund for general improvements, and the Utility Fund for water and sewer projects. Since 1991, the City has projected five year capital project requirements of all departments. The current year's projects are funded by City Council, with the remaining four years shown for planning purposes only. At year end, the funding for any uncompleted project is encumbered as necessary, and presumed to be finished in the next fiscal year.

Revenues of the **Sales Tax Fund** are derived from the 1% Sales Tax that is collected and distributed monthly by the state. All taxable purchases in the Commonwealth of Virginia are charged at the rate of 5%, one percent of which is returned to localities by law. It has been the policy of the City Council for over 25 years to use this revenue to fund general capital projects in the City. Examples of projects completed with the use of these funds are schools, municipal buildings, land acquisitions, roads, vehicles, and equipment. It is a general fund type, and combined with the General Fund for financial statement presentation. For budgeting purposes management has traditionally chosen to keep it separate because of its capital project nature.

The Sales Tax Fund for FY 2013 and beyond will budget and account for interest earnings of the General Fund. In the past the operating budget has experienced drastic swings in these revenues caused by extreme changes in interest rates, tending to skew operating budgets. This approach will help stabilize operations for comparison each year. On the spending side, the City's annual paving program will be included as a capital expenditure in this fund, not only because of its capital nature, but also because of the skewing affect on operations over time. As noted above, the Sales Tax Fund is ultimately included in the General Fund for financial statement presentation as required by general accepted accounting principles.

Revenues of the **Utility Fund** are used to fund capital improvements, as well as operating costs, for the water and sewer systems.

Capital project detail sheets include a reference to one or more of the specific **City Council's 2011 and 2012 Biennium Goals & Initiatives** the project will contribute toward.

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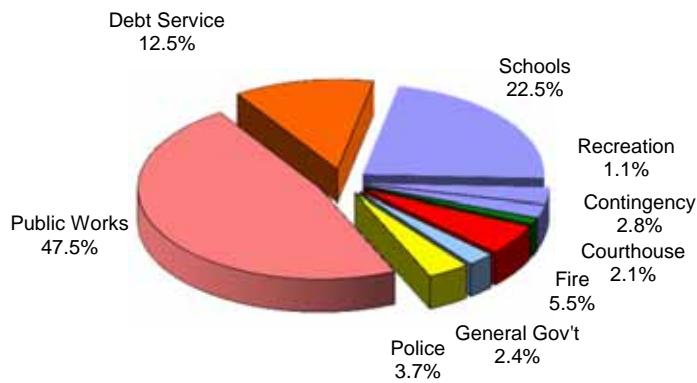
## Capital Improvements

CITY OF WILLIAMSBURG

GENERAL CAPITAL IMPROVEMENT PROJECTS - FISCAL YEAR 2013

	<u>ACTUAL FY 2011</u>	<u>ESTIMATED FY 2012</u>	<u>ADOPTED FY 2013</u>
<b><u>REVENUES:</u></b>			
1% SALES TAX	3,963,454	4,000,000	4,000,000
INTEREST EARNINGS	87,800	90,000	75,000
GRANTS/PROFFERS	697,258	165,000	968,000
STORMWATER MGT	2,000	0	0
BOND PROCEEDS	1,398,910	0	0
TRANSFER - CTHOUSE MTCE	0	50,000	150,000
TRANSFER FROM RESERVES	<u>1,857,295</u>	<u>2,105,000</u>	<u>1,975,896</u>
<b>TOTAL REVENUES</b>	<b>8,006,717</b>	<b>6,410,000</b>	<b>7,168,896</b>
<b><u>EXPENDITURES:</u></b>			
PUBLIC WORKS	950,734	884,000	3,403,950
POLICE	90,724	170,000	268,000
FIRE	652,811	1,219,000	391,000
RECREATION-OPEN SPACE	17,711	508,000	80,000
GENERAL GOVERNMENT	2,678,065	1,285,000	173,000
CONTINGENCY	71,323	50,000	200,000
SCHOOLS	745,307	1,100,000	1,610,000
COURTHOUSE	0	50,000	150,000
DEBT SERVICE	<u>2,800,042</u>	<u>1,144,000</u>	<u>892,946</u>
<b>TOTAL EXPENDITURES</b>	<b>8,006,717</b>	<b>6,410,000</b>	<b>7,168,896</b>

**General Capital Improvement Projects (Sales Tax) Fund  
FY 2013**



**CITY OF WILLIAMSBURG**  
**SALES TAX FUND - CAPITAL IMPROVEMENT PROGRAM SUMMARY**  
**FISCAL YEARS 2013-2017**

<b>CATEGORY</b>	PROJECT COSTS THROUGH 6/30/11	ESTIMATED THROUGH FY 2012	CARRYOVER FROM FY 2012	5 - YEAR CAPITAL IMPROVEMENT PROGRAM					<b>5 - YEAR TOTAL</b>					
				<b>ADOPTED BUDGET FY 2013</b>	FOR PLANNING PURPOSES ONLY									
					<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>						
<b>PUBLIC WORKS</b>														
<b>Street Construction</b>														
Ironbound Road-Longhill Connector to Richmond Rd.									335,000					
Repaving Program				450,000	450,000	450,000	450,000	450,000	1,000,000					
Prince George St. Reconstruction				549,950					1,335,000					
									2,250,000					
									549,950					
<b>Corridor Enhancement / Underground Wiring</b>														
Guardrail Improvement Program							75,000		75,000					
Regional Corridor Improvement Program				595,000	300,000				895,000					
Page Street (U.W.)				700,000					700,000					
Quarterpath Road (U.W.) (by Dominion Power)														
South Henry Street (U.W.)						30,000	845,000		875,000					
Ironbound Rd. (U.W.) (included in Ironbound Rd. Street Construction Project)														
York Street (U.W.)								175,000	175,000					
<b>Pedestrian and Bicycle Improvements</b>														
Pedestrian Facility Improvements				110,000	984,000				984,000					
Bicycle Facility Improvements							25,000		25,000					
<b>Stormwater Management</b>														
Stormwater Management Projects				60,000	50,000	50,000	100,000	100,000	360,000					
<b>Total Public Works</b>				0	3,338,950	800,000	605,000	1,755,000	1,725,000					
									8,223,950					
<b>RECREATION AND OPEN SPACE</b>														
<b>Facilities</b>														
Quarterpath Park Improvements					15,000	80,000		12,000	107,000					
Kiwanis Park Improvements					65,000				65,000					
Waller Mill Park Improvements							440,000	30,000	470,000					
<b>Total Recreation and Open Space</b>				0	80,000	80,000	440,000	12,000	30,000					
									642,000					
<b>PUBLIC SAFETY</b>														
<b>Facilities</b>														
E-911 Regional Center - Expansion				252,500	45,000		45,000	45,000	45,000					
Fire Station Improvements						76,000			225,000					
									76,000					
<b>Equipment</b>														
Life Pack Monitor Replacement					65,000	65,000			130,000					
Mobile Data Terminals					48,000				48,000					
<b>Total Public Safety</b>				252,500	45,000	0	234,000	110,000	45,000					
									479,000					

**CITY OF WILLIAMSBURG**  
**SALES TAX FUND - CAPITAL IMPROVEMENT PROGRAM SUMMARY**  
**FISCAL YEARS 2013-2017**

<b>CATEGORY</b>	<b>PROJECT COSTS THROUGH 6/30/11</b>	<b>ESTIMATED THROUGH FY 2012</b>	<b>CARRYOVER FROM FY 2012</b>	<b>5 - YEAR CAPITAL IMPROVEMENT PROGRAM</b>					<b>5 - YEAR TOTAL</b>	
				<b>ADOPTED BUDGET FY 2013</b>	<b>FOR PLANNING PURPOSES ONLY</b>					
					<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>		
<b>GENERAL GOVERNMENT</b>										
<b>Facilities</b>										
Municipal Building Addition/Renovation	5,394,384	600,000								
Stryker Center		14,000								
Purchase of Property		715,000								
							TBD			
<b>Information Technology</b>										
Server Virtualization				60,000					60,000	
Phone System Gateways				28,000					28,000	
Productivity Software Upgrades				25,000					25,000	
PC Replacement Program				25,000	25,000	20,000	20,000	20,000	110,000	
<b>Vehicles</b>										
Vehicle Replacement Plan		1,400,000		525,000	746,000	1,246,000	675,000	263,000	3,455,000	
<b>Contingency</b>										
Capital Projects - Contingency		50,000		200,000	250,000	250,000	250,000	250,000	1,200,000	
<b>Total General Government</b>	5,394,384	2,779,000	0	863,000	1,021,000	1,516,000	945,000	533,000	4,878,000	
<b>AGENCIES / INTERJURISDICTIONAL</b>										
<b>Facilities</b>										
Williamsburg Library Renovations							150,000		150,000	
Courthouse Mtce. Projects (contingency)		50,000		150,000					150,000	
<b>Housing Programs</b>										
Affordable Housing Initiative					500,000				500,000	
<b>Schools - Contribution</b>										
Renovation Projects		1,100,000	430,000	1,610,000	500,000	785,000	275,000	3,500,000	6,670,000	
<b>Total Agencies / Jurisdictional</b>	0	1,150,000	430,000	1,760,000	1,000,000	935,000	275,000	3,500,000	7,470,000	
<b>Total Capital Improvements/Projects</b>	<b>5,646,884</b>	<b>4,084,000</b>	<b>430,000</b>	<b>6,275,950</b>	<b>3,011,000</b>	<b>3,541,000</b>	<b>3,032,000</b>	<b>5,833,000</b>	<b>21,692,950</b>	
<b>Debt Service</b>										
Principal Payments		866,740		664,649	642,332	666,483	689,529	715,289	3,378,282	
Interest Payments		258,659		228,297	205,189	181,221	156,876	130,772	902,355	
<b>Total Debt Service</b>		1,125,399		892,946	847,521	847,704	846,405	846,061	4,280,637	
<b>Total with Debt Service</b>	<b>5,646,884</b>	<b>5,209,399</b>	<b>430,000</b>	<b>7,168,896</b>	<b>3,858,521</b>	<b>4,388,704</b>	<b>3,878,405</b>	<b>6,679,061</b>	<b>25,973,587</b>	

**City Council Goals:** V. Transportation

**City Council Initiatives:** Ironbound Road Widening

**Category:** Public Works

**Project title:** Street Construction

**Project description:** Ironbound Road – Longhill Connector to Richmond Road

A corridor study was completed in FY11-12 for Ironbound Road from Treyburn Drive to the Longhill Connector. Ironbound Road provides access for a variety of urban uses: residential (inside and outside the City), school facilities (James Blair Middle School and the College of William and Mary), mixed used development (High Street and New Town), a future fire station, and potential new development.

The study calls for the widening of Ironbound Road and the need for dual left turns onto Richmond Road. Also, the intersection at Longhill Road will need to be improved. The project will include underground wiring and improved pedestrian and bicycle facilities. Preliminary estimates for the construction phase are based on a three lane roadway, Longhill Road intersection improvements and an additional lane at the Richmond Road approach. The VDOT programming estimate for this project is as follows: PE – \$335,000; R/W Utilities – \$1,626,000 (\$1 million for underground wiring); and Construction – \$1,553,000. The project total is \$3,514,000. The City's share of the cost of the road work is 2%, and the underground wiring share is 50%.

The City's cost for the project includes \$500,000 for underground wiring and \$50,000 for road construction for a total of \$550,000. VDOT will administer the project and bill the City for its share. Due to State reductions in transportation funding, the construction of this project is not slated to start until FY16. \$335,000 is earmarked for FY16 (engineering) and \$1,000,000 for FY17.

**Estimated Capital Budget:**

FY13	FY14	FY15	FY16	FY17	TOTAL
			\$335,000	\$1,000,000	\$1,335,000

**Fiscal Impact:** No significant change in maintenance costs for existing streets.



## Capital Improvements

**City Council Goal:** V. Transportation

**Category:** Public Works

**Project Title:** Street Construction

**Project Description:** Repaving Program

The City sets aside money each year to resurface a portion of its street system. Annual resurfacing prolongs the life of the street and provides a safe riding surface for vehicles and bicycles.

**Estimated Capital Budget:**

FY13	FY14	FY15	FY16	FY17	Total
\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$2,250,000

**Fiscal Impact:** No additional operational costs, since road surface area is unchanged with this maintenance program. While there is an outlay of substantial funds for annual resurfacing, the long term fiscal impact is minimal when considering replacement cost if this preventive maintenance was not performed.

**City Council Goals:**

II. Character of the City

V. Transportation

**City Council Initiatives:**

Corridor Beautification

**Category:** Public Works

**Project Title:** Street Construction

**Project Description:** Prince George Street Reconstruction

In conjunction with the 2004 construction of the Prince George Parking Garage, Prince George St. from N. Henry St. to N. Boundary St. was reconstructed, sidewalks were bricked and widened, lighting was improved, and street trees were planted. The construction of Prince George Commons (Mama Mia's) presents the City with the same opportunity – a major enhancement of the street in conjunction with a major development.

The Prince George Street Reconstruction project, between N. Boundary St. and Armistead Ave., will be of the same character as the improvements made east of N. Boundary Street, and will include:

- Narrowing Prince George St. by eliminating parking on the north side.
- Widening to 13' and bricking the sidewalk on the north side of the street adjacent to the Imperial Building, Colonial Sports and Prince George Commons.
- Widening to 5' and bricking the sidewalk on the south side of the street, adjacent to College of William and Mary property.
- Replacing the existing curb and gutter and milling and repaving Prince George St.
- Upgrading the water and sanitary sewer lines in Prince George St. (Utility Fund)
- Installing new street lights.
- Planting new street trees in tree wells along the north side sidewalk.

The developer of Prince George Commons proffered to construct brick sidewalks and associated curbs and gutters in conjunction with the redevelopment, which will be applied toward the cost of this project. Related and separately budgeted are: \$40,000 to replace the 8" water line and \$15,000 to upgrade the sanitary sewer lines, both in Prince George St.

**Estimated Capital Budget:**

FY13	FY14	FY15	FY16	FY17	Total
\$549,950					\$549,950

**Fiscal Impact:** Construction of new sidewalks and installation of new street trees will increase City maintenance costs.

## Capital Improvements



### PRINCE GEORGE STREET RECONSTRUCTION

**City Council Goal:** II. Character of the City

**Category:** Public Works

**Project Title:** Underground Wiring/Corridor Enhancement

**Project Description:** Guardrail Improvement Program

This project involves replacing existing galvanized steel guardrails with painted guardrails. A portion of the South Henry Street guardrails were replaced in FY05. Jamestown Road guardrails were replaced in FY06-07. Bypass Road and Capitol Landing Road were completed in FY08, and Page Street in FY09. Most recently, guardrails were upgraded in conjunction with the 2011 paving program using federal stimulus funds. Money has been budgeted in FY14 to complete the guardrail replacement on South Henry Street (650 feet).

**Estimated Capital Budget:**

FY13	FY14	FY15	FY16	FY17	Total
		\$75,000			\$75,000

**Fiscal Impact:** No near-future cost impact on operations. Estimated long term maintenance cost of painted guardrails will be greater than galvanized guardrails but the powder coated system has a 10-15 year maintenance-free period.



**City Council Goal:** II. Character of the City  
**City Council Initiative:** Corridor Beautification

**Category:** Public Works

**Project Title:** Underground Wiring/Corridor Enhancement

**Project Description:** Rte. 60 East Regional Corridor Improvement Program

This project is proposed for the Route 60 East Corridor from Page Street to Busch Gardens. The project involves Williamsburg, James City County and York County and has been recommended by the Regional Issues Committee.

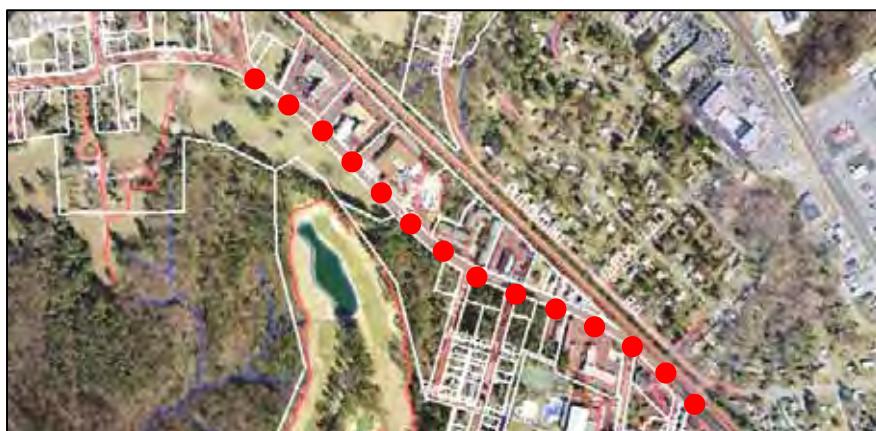
The Historic Triangle Collaborative initiated the project and coordinated between the 3 jurisdictions. Carlton Abbott and Partners prepared the conceptual beautification plan for the corridor.

A committee composed of the HTC staff from each jurisdiction, CWF, Busch Gardens and Carlton Abbott was formed to obtain approval of all three jurisdictions to apply for a VDOT Transportation Enhancement Grant. Under the Grant Program, the localities are responsible for 20% of project costs. The section of the project located in the city is estimated to cost \$895,000 which includes elements in all 3 phases as well as design and field survey fees. The city's 20% contribution is \$179,000. The \$895,000 total cost is shown to occur over two fiscal years (FY13, FY14).

### **Estimated Capital Budget:**

FY13	FY14	FY15	FY16	FY17	Total
\$595,000	\$300,000				\$895,000

**Fiscal Impact:** There will be an ongoing maintenance cost for the portion of the right-of-way improvements that are located in the City.



**City Council Goal:** II. Character of the City  
**City Council Initiative:** Corridor Beautification

**Category:** Public Works

**Project Title:** Underground Wiring/Corridor Enhancement

**Project Description:** Underground wiring

This project involves replacing all overhead wiring including electric, telephone and cable television with underground wiring on major corridors identified by City Council and the corridor beautification plan.

\$5.55 million has been invested in underground wiring over the last seven years. Ironbound Road (JCC project – section in City) was completed in FY11-12.

A new 20 year franchise agreement was awarded to Dominion Virginia Power in FY09. The franchise agreement identifies four underground wiring projects which are anticipated to occur during the 20 year franchise period: Quarterpath Road, Page Street, South Henry Street, and York Street. Quarterpath Road underground wiring will be paid by Dominion Power. The other three projects are at the City's expense and are planned to be direct bury rather than duct bank installations, which will be less expensive to construct.

Also, as part of the Ironbound Road reconstruction project, wires will be placed underground. That undergrounding is estimated to occur in FY16, but included as part of the road project.

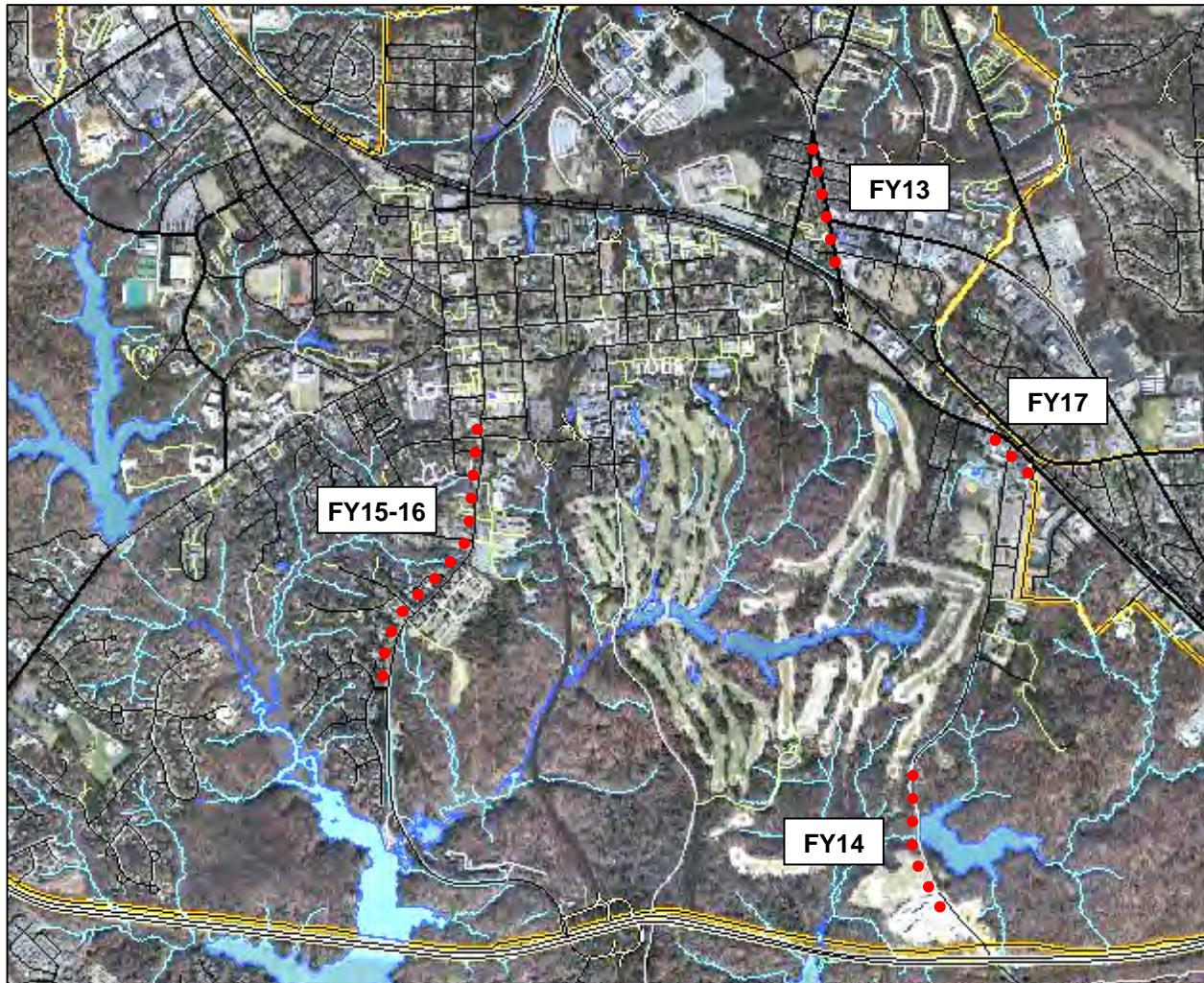
The following projects are planned over the next 5 years, and are primarily covered by the franchise agreement:

1. Page Street (2000')	- Penniman Road to Monumental Ave.	FY13:	\$700,000
2. Quarterpath Road (3,700')	- Redoubt #2 to Rte 199	FY14:	\$0 (cost by VA Power)
3. South Henry Street (4000')	- Newport Ave. to Port Anne	FY15:	\$30,000 (Design)
		FY16:	\$845,000
4. Ironbound Road (with road improvements)		FY16:	See Ironbound Rd.
5. York Street (450')	- Quarterpath Rd. to Corporate limits	FY17:	\$175,000

### Estimated Capital Budget:

FY13	FY14	FY15	FY16	FY17	Total
\$700,000		\$30,000	\$845,000	\$175,000	\$1,750,000

**Fiscal Impact:** Underground wiring is primarily aesthetic issue with little operating impact.



#### UNDERGROUND WIRING

FY 13: Page Street      FY14: Quarterpath Road      FY15-16: South Henry Street

FY16: Ironbound Road      FY17: York Street  
(see Ironbound Road project)

**City Council Goal:** V. Transportation

**City Council Initiative:** Pedestrian Connection Improvements

**Category:** Public Works

**Project Title:** Pedestrian and Bicycle Improvements

**Project Description:** Pedestrian Facility Improvements

A master plan for major sidewalk improvements is part of the 2006 Comprehensive Plan and is intended to fill in the gaps in the existing sidewalk system.

The City received revenue sharing funds in FY11-12 to construct five high priority sidewalks throughout the City.

The City has once again applied for FY13 Revenue Sharing Funds for eight more sidewalk locations. The total cost of these projects is estimated at \$984,000. If the revenue sharing application is approved, the city will be responsible for one-half or \$492,000. The following sidewalks are planned for FY13 using Revenue Sharing funds:

1. Richmond Road (Waltz Farm Drive to Patriot Lane)
2. Lafayette Street (Harrison Avenue to Wythe Street)
3. Lafayette Street (Page Street to Waller Street)
4. Bypass Road (Route 132 to Parkway Drive)
5. Parkway Drive (Bypass Road to Capitol Landing Road)
6. Ironbound Road (Middle Street to former Fire Station site)
7. Prince George Street (Armistead Avenue to Scotland Street)
8. Scotland Street (Prince George Street to King & Queen Apartments)

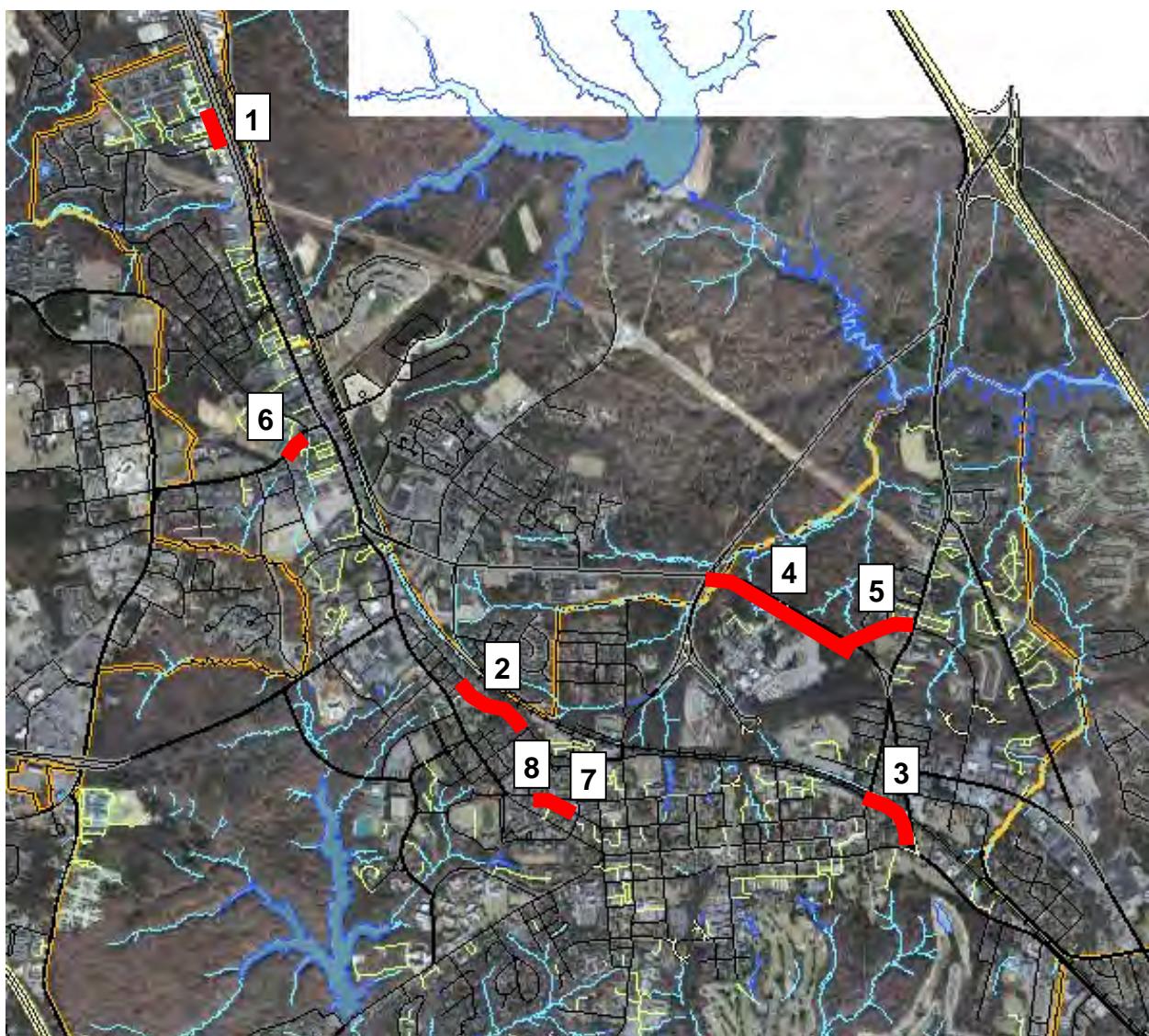
**Estimated Capital Budget:**

FY13	FY14	FY15	FY16	FY17	Total
\$984,000					\$984,000

**Fiscal Impact:** Construction of new sidewalks will, over time, increase the City maintenance costs for sidewalks.



## Capital Improvements



### FY13 SIDEWALK CONSTRUCTION PROJECTS

1. Richmond Road (Waltz Farm Drive to Patriot Lane)
2. Lafayette Street (Harrison Avenue to Wythe Street)
3. Lafayette Street (Page Street to Waller Street)
4. Bypass Road (Route 132 to Parkway Drive)
5. Parkway Drive (Bypass Road to Capitol Landing Road)
6. Ironbound Road (Middle Street to former Fire Station site)
7. Prince George Street (Armistead Avenue to Scotland Street)
8. Scotland Street (Prince George Street to King & Queen Apartments)

**City Council Goal:** V. Transportation

**City Council Initiative:** Bike Friendly Community Designation

**Category:** Public Works

**Project Title:** Pedestrian and Bicycle Improvements

**Project Description:** Bicycle Facility Improvements

Funds are allocated for FY15 for improvements to the City's bicycle facilities. These improvements could include: installation of bicycle racks at key locations such as public buildings, Prince George Parking Garage and City Square Parking Terrace, and Prince George Street; improvements to bike lanes such as lane markings and signage; installation of additional signs, where appropriate, on City streets designated as "shared use" by the Regional Bikeway Plan and the City's Comprehensive Plan.

A more detailed program will be developed for the FY13 Capital Improvement Program.

**Estimated Capital Budget:**

FY13	FY14	FY15	FY16	FY17	Total
		\$25,000			\$25,000

**Fiscal Impact:** Additional bicycle facilities will add minor maintenance costs.



## Capital Improvements

**City Council Goal:** IX. Environmental Sustainability

**City Council Initiative:** Stormwater Management and Treatment

**Category:** Public Works

**Project Title:** Stormwater Management

**Project Description:** Stormwater Management Projects

Typical activities include: erosion control; drainage system improvements (piping, inlets, ditches, curbing, etc.), stormwater management facilities, renovate shouldered/ditched roadways, and state permit requirements.

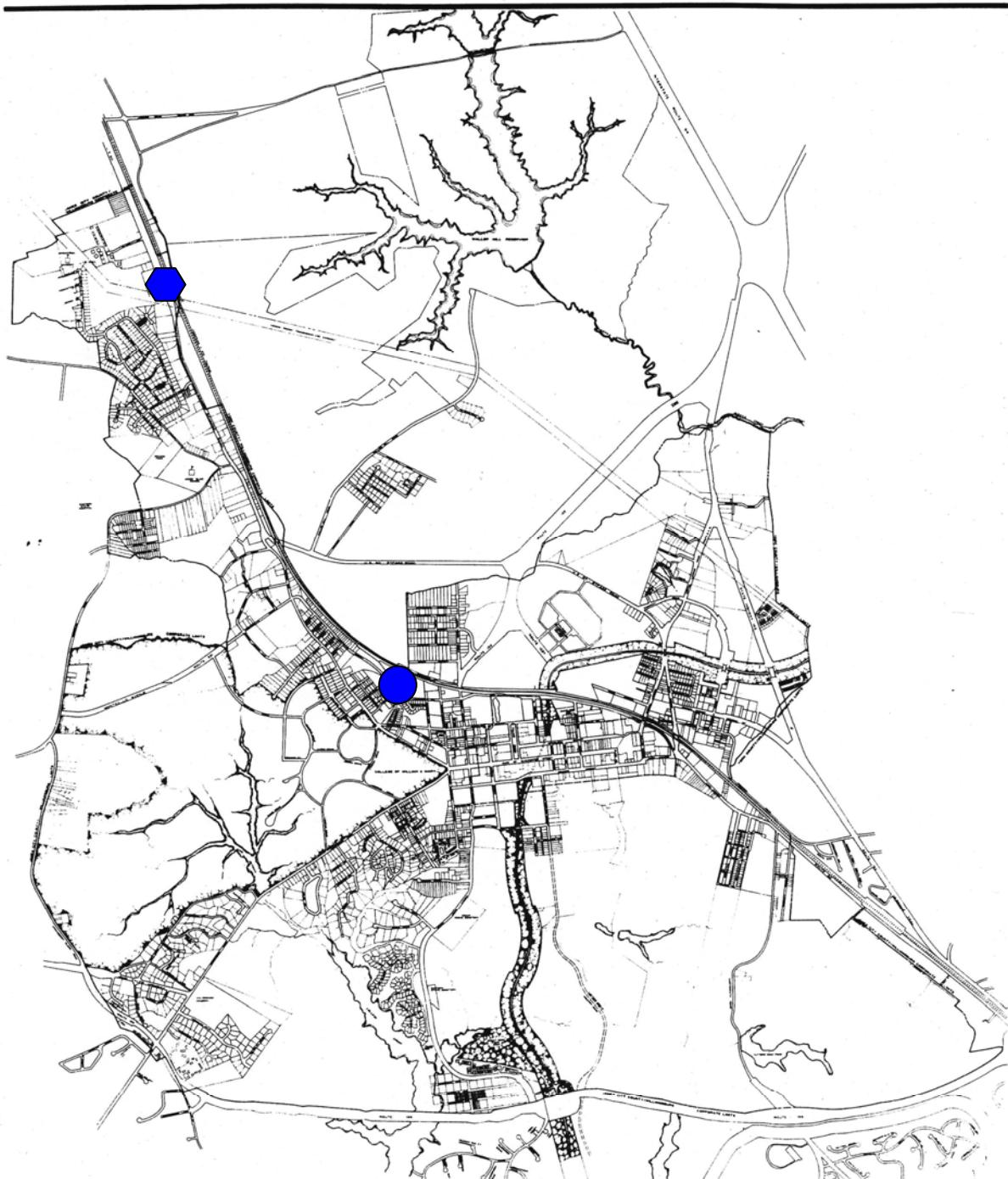
The stormwater master plan was completed in FY96. The plan includes a capital improvement program for stormwater projects throughout the City. A major part of the plan anticipated construction of regional BMP facilities. Haynes Pond BMP located in the York River Basin was constructed in FY02 at a cost of \$200,000; the Skipwith Pond BMP for the James River Basin was constructed in 1993. Pollard Park/Griffin Avenue x-drain project was completed in FY08-09. In FY11, the Route 143 embankment stabilization project was completed.

In accordance with a new Virginia Department of Environmental Quality mandate, the City is required to update its 1996 Stormwater Management Plan. This is scheduled for FY13 at a cost of \$60,000. Money is included in FY14 and FY15 in anticipation of new State requirements relative to our Stormwater permit including TMDL regulations. Finally, 2 drainage projects (Richmond Road x-drain, Lafayette Street outfall) are slated for FY16 and FY17.

### **Estimated Capital Budget:**

FY13	FY14	FY15	FY16	FY17	Total
\$60,000	\$50,000	\$50,000	\$100,000	\$100,000	\$360,000

**Fiscal Impact:** Drainage improvements must be maintained, but incremental cost over current operating budgets should not be significant.



**STORMWATER MANAGEMENT**  
THE CITY OF WILLIAMSBURG, VIRGINIA



FY16

FY17

## Capital Improvements

**City Council Goal:** VIII. Recreation and Culture

**City Council Initiative:** Quarterpath Park and Recreation Center

**Category:** Recreation and Open Space

**Project Title:** Facilities

**Project Description:** Quarterpath Park Improvements

The tennis courts are scheduled to be resurfaced, which should be done every 7 years.

The recreation center roof has a history of leaking and has been repaired several times. The center not only serves the public for their recreational activities, but also houses the IT Department's backup servers and also serves as the City's Emergency Shelter. Replacement of the roof is recommended to alleviate this problem.

New lighting for the sand volleyball courts would allow the leagues to play in the fall and spring, instead of being limited to summer play only.

- |         |   |          |
|---------|---|----------|
| • FY13: | Tennis courts resurfaced                                  | \$15,000 |
| • FY14: | Roof replaced on the recreation center                    | \$80,000 |
| • FY16: | New computer controlled lights for sand volleyball courts | \$12,000 |

### Estimated Capital Budget:

FY13	FY14	FY15	FY16	FY17	Total
\$15,000	\$80,000		\$12,000		\$107,000

**Fiscal Impact:** No major impact with these projects.



**City Council Goal:** VIII. Recreation and Culture  
**City Council Initiative:** Kiwanis Park

**Category:** Recreation and Open Space

**Project Title:** Facilities

**Project Description:** Kiwanis Park Improvements

The park master plan was designed so that a fourth ballfield could easily be added, taking advantage of the infrastructure and parking constructed for the first three ballfields. Construction of the fourth ballfield is not programmed for the FY13-17 Capital Improvement Program, but will be added when justified, based on demand and funding availability. In FY13, it is proposed to develop the unlighted infield portion of the fourth ballfield for practice/warm up in anticipation of future completion of the four field complex, as stated in City Council's adopted Goals and Initiatives for the Biennium.

The tennis courts and basketball court are scheduled to be resurfaced in FY14. This maintenance procedure should be done every 7 years.

• FY13	Develop unlighted infield portion of the 4 <sup>th</sup> ballfield	\$25,000
• FY13	Resurface tennis courts and basketball court	\$40,000
• FYxx	Construction and lighting of 4 <sup>th</sup> 200' ballfield	\$825,000

#### **Estimated Capital Budget:**

FY13	FY14	FY15	FY16	FY17	Total
\$65,000					\$65,000

**Fiscal Impact:** No major impacts are anticipated with this project, but operating and maintenance costs will increase marginally.



## Capital Improvements

**City Council Goal:** VII. Recreation and Culture  
**City Council Initiative:** Waller Mill Park

**Category:** Recreation and Open Space

**Project Title:** Facilities

**Project Description:** Waller Mill Park Improvements

This 40 year old park is starting to show its age needs of upgrades. With a visitation and usage that surpasses 100,000 annually; Waller Mill Park provides recreational opportunities for both tourists and residents of the Greater Williamsburg area. To provide a better recreational experience, coordinated improvements are proposed to the dock area of the park, last renovated in 1996. Replacing the existing permanent dock with a floating dock will function with the varying water levels in the Waller Mill Reservoir, and will meet ADA requirements by making the current floating dock accessible. The boat ramp also needs to be reconfigured, since it is not useable when the water level is down.

- FY15: Replace bulkhead and permanent boardwalk, replace existing permanent dock with floating dock, and reconfigure the boat ramp \$440,000
- FY17: Replace Shelter #1 (built in 1972) \$30,000

### Estimated Capital Budget:

FY13	FY14	FY15	FY16	FY17	Total
		\$440,000		\$30,000	\$470,000

**Fiscal Impact:** No major impacts are anticipated, since these projects upgrade existing facilities.



**City Council Goal:** VI. Public Safety

**Category:** Public Safety

**Project Title:** E-911 Regional Center Expansion

**Project Description:**

To provide enhanced 911 emergency dispatch services more economically and efficiently, consolidation of the Williamsburg and York County 911 public safety answering point (PSAP) was approved by City Council in February 2009 and was fully implemented in July 2009. The existing facility in York County was expanded to accommodate the additional staff and operating work stations needed by this merger, and requires City funding of \$45,000 annually to cover debt service on the building expansion. This amount is included in FY13 – FY17.

**Estimated Capital Budget:**

FY13	FY14	FY15	FY16	FY17	Total
\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$225,000

**Fiscal Impact:** Operational efficiencies of the consolidation are expected to achieve savings estimated at \$150,000 - \$200,000 per year.



## Capital Improvements

**City Council Goal:** V. Public Safety

**Category:** Public Safety

**Project Title:** Facilities

**Project Description:** Fire Station Improvements

This project will renovate the three existing bathroom and shower facilities located in the fire station. This will upgrade the facilities from the 1978 design to more efficient and functional spaces. These bathroom and shower facilities are utilized by the 36 member career staff, 25 member volunteer staff, and by staff assigned to the Emergency Operations Center during activation.

**Estimated Capital Budget:**

FY13	FY14	FY15	FY16	FY17	Total
\$76,000					\$76,000

**Fiscal Impact:** This project updates and improves existing facilities, reduces maintenance costs, and improves living conditions for fire department personnel.

**City Council Goal:** V. Public Safety

**Category:** Public Safety

**Project Title:** Equipment

**Project Description:** LIFEPAK Monitor Replacement

This project replaces LIFEPAK monitors for the City's medic units and other emergency response vehicles. Seven units need to be replaced over the next four years because in the next four or five years there will be no technology support for our current LIFEPAK 12 units. The replacement cost for a LIFEPAK 15 is \$35,000 per unit – two units will be replaced in FY13 and additional two units in FY14. Fortunately, we were able to obtain grant funding to replace three units originally scheduled for replacement in FY14.

The LIFEPAK 15 is a cardiac monitor/defibrillator that integrates non-invasive monitoring for carbon monoxide, oxygen saturation, and the ability to detect chemical exposures and certain drugs in patients. The LIFEPAK 15 allows the sharing of critical patient data with multiple patient care teams and facilities throughout the region.



**Estimated Capital Budget:**

FY13	FY14	FY15	FY16	FY17	Total
\$65,000	\$65,000				\$130,000

**Fiscal Impact:** This project updates and improves existing equipment that is being phased out, reducing the need for high cost repairs on outdated equipment.

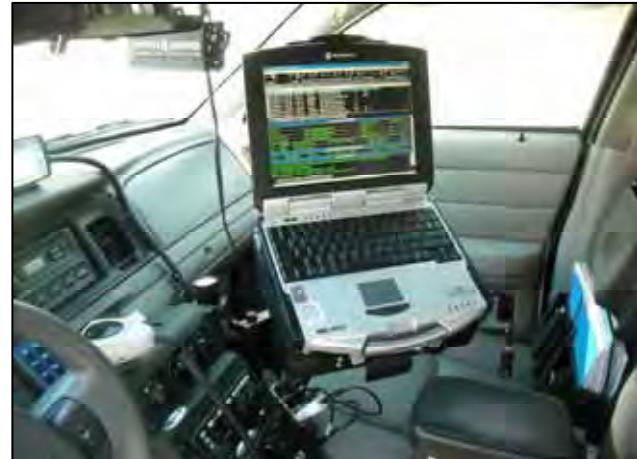
**City Council Goal:** VI. Public Safety

**Category:** Public Safety

**Project Title:** Equipment

**Project Description:** Mobile Data Terminals

This project will allow the purchase of nine ruggedized laptops that will be installed in the police vehicles. The laptops will utilize the York-Poquoson Sheriff's Office's existing message switch that will allow mobile field based reporting for all reports taken by law enforcement personnel. It will also interface with the York-Poquoson-Williamsburg Emergency Communications Center and allow interfacing with the Virginia State Police and the FBI's communications network that is utilized 24/365 for querying license plates, operator licenses, wanted persons, etc. Additionally it will interface with the regional 911 center's computer aided dispatching program that will allow instantaneous connectivity for all of the calls for service from the regional 911 center. This will allow for a more timely response and give pertinent information to the police officer on scene in real time electronic format. Another benefit is the ability to collect data queried and download directly into the officer's report while in the field. This improves report accuracy and quality control, reducing risk of incorrectly misspelling names and addresses.



**Estimated Capital Budget:**

FY13	FY14	FY15	FY16	FY17	Total
\$48,000					\$48,000

**Fiscal Impact:** Annual operating costs are expected to be \$16,840. Operationally the efficiencies are hard to estimate, but the benefits of the state of art field-based reporting and mobile field CAD is anticipated to save significant time and increase officer productivity and efficiency. Grant opportunities for funding are presently being explored.

**City Council Goal:** I. Community Engagement

**Category:** General Government

**Project Description:** Municipal Center

The City's Municipal Center includes the City's major governmental functions and public buildings, and covers a 25-acre area centered on City Square on North Boundary Street. This area has long been the focus of planning efforts by the City. By 1980, most of the present Municipal Center buildings were in place: the Stryker Building (1968), Library (1973), Police Station (1978) and Fire Station (1978). Another group of buildings were completed prior during the 1980s: Arts Center (1982), City Shop (1985), Municipal Building (1988), and the remodeling of the Stryker Building for the present City Council Chamber (1989).

A major upgrade to the Municipal Center was completed in 1999 with the creation of City Square, a large tree-lined green that serves as the area's centerpiece and defining element, and which unifies the varied architectural styles of the surrounding buildings. Surrounding City Square, in addition to the Library (expanded in 1999) and Stryker Building, is the 153-space Parking Terrace (1999) and the Community Building (1999) which provides community meeting space in two adjoining meeting rooms. Sites for three commercial and/or office buildings with approximately 18,000 square feet of floor area were provided on the west and south sides of the Parking Terrace, and two of these buildings have been completed. The Transportation Center, the City's multimodal transportation hub, was renovated in 2002, and functions as a central terminal for Amtrak, Greyhound and Trailways bus lines, and Williamsburg Area Transport bus service. Long-term parking, automobile rental and taxi services are also provided.

Recent improvements to the Municipal Center include a new Emergency Operation Center and Fire Administration offices as an addition to the Fire Station (2011), and the expansion and renovation of the Municipal Building (2011). This expansion provided needed facilities for the City administration, and included space for bringing the City Attorney's office and the Williamsburg Redevelopment and Housing Authority into the Municipal Building.

The next steps in the evolution of the Municipal Center will include the replacement of the aging Stryker Building with a new Stryker Center fronting on City Square. This new facility will advance the partnership between the City and the Williamsburg Regional Library to better meet the city's governmental needs and to satisfy unmet demands for civic and community activity space. A site for future development is also reserved on the southwest corner of North Boundary Street and Lafayette Street, adjacent to the Stryker Center. In addition, the acquisition of a key lot south of City Square and across Boundary Street from the Library would complete the 60 year development of the Municipal Center into the City's civic center.



## Capital Improvements



### WILLIAMSBURG MUNICIPAL CENTER

1" = 200'-0"

#### EXISTING:

- |                           |                              |
|---------------------------|------------------------------|
| (1) Transportation Center | (7) Chamber of Commerce      |
| (2) Public Works Center   | (8) Williamsburg City Square |
| (3) Municipal Building    | (9) Community Building       |
| (4) Fire Station/EOC      | (10) Library                 |
| (5) Post Office           | (11) Library Plaza           |
| (6) Parking Terrace       | (12) Police Station          |

#### FUTURE:

- (A) Stryker Center (2013-2014)
- (B) Police Expansion [Lower Level] (future)
- (C) Future Development

**City Council Goal:**

I. Community Engagement

**City Council Initiative:**

Stryker Center – City/Library Partnership

**Category:** General Government

**Project Title:** Facilities

**Project Description:** Stryker Center

The next project in the continuing development of the City's Municipal Center will extend the partnership between the City and the Williamsburg Regional Library to meet the city's governmental needs and to satisfy unmet demands for civic and community activity space.

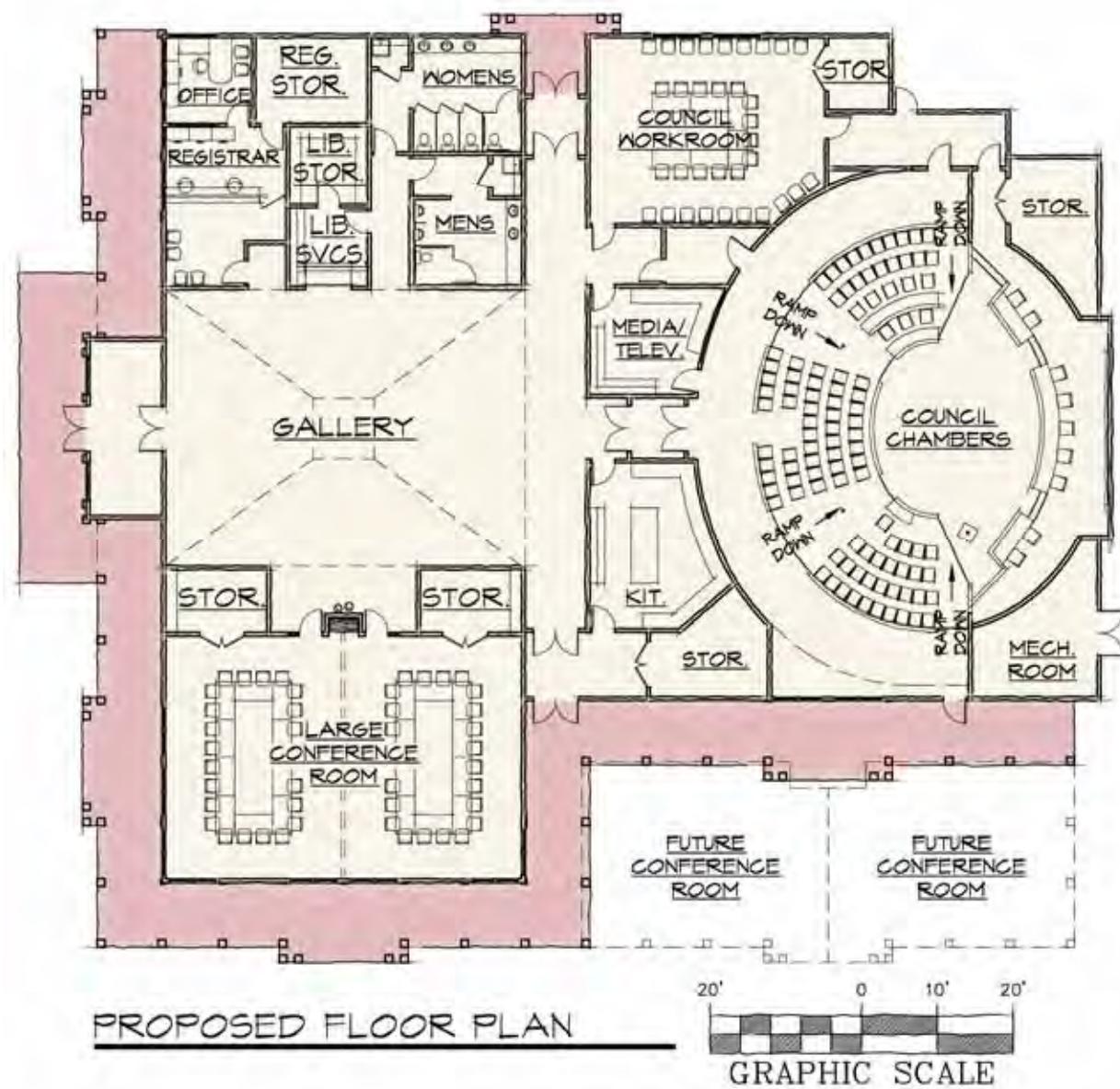
The existing Stryker Building will be demolished and replaced with a 12,000 square foot "Stryker Center," to include the City Council chamber, meeting rooms, the Voter Registrar, administrative space for the Williamsburg Regional Library, and exhibition, gallery and reception space. The public spaces will be shared with Library uses such as educational and arts programming, video production and origination, film screening, and diverse community meeting and activities. The Stryker Center will become a place where citizens interact easily with government and one another.

The proposed budget for the Stryker Center is under development.

**Estimated Capital Budget:**

FY13	FY14	FY15	FY16	FY17	Total
	TBD				

**Fiscal Impact:** The Library Foundation is considering a significant capital contribution to the project, and Library staff will assist with programming and operation of the building. No additional city staffing will be required to support the building. There will be ongoing facilities operation and maintenance cost offset by current maintenance costs for the existing Stryker Building.



**City Council Goal:** VI. Organizational Leadership

**Category:** General Government

**Project Title:** Information Technology

**Project Description:** Server Virtualization

This project will virtualize the majority of the City's server infrastructure. This project will take 3 physical servers and cluster them together forming a single server. Through software, we will be able to run all of the City's existing servers and easily add 10-15 more servers in the future as they are needed. The benefits of a server virtualization project are many. We will see a significant reduction in electricity usage and cost, given that we will only have to power 3 servers instead of 25 servers. Less physical servers in the City computer room means significantly less heat, and therefore, reduced costs for HVAC in the space. Finally, through virtualization, we can build and deploy servers in minutes instead of hours allowing us to respond much more quickly and efficiently to the needs of the City.

**Estimated Capital Budget:**

FY13	FY14	FY15	FY16	FY17	Total
\$60,000					\$60,000

**Fiscal Impact:** Annual support costs will be less than \$5,000 per year.

**City Council Goal:** VI. Organizational Leadership

**Category:** General Government

**Project Title:** Information Technology

**Project Description:** Phone System Gateways

This project will add remote gateway servers at three critical remote locations in the City (Police, Fire and Quarterpath Recreation Center). These gateways allow the City to abandon the aging copper cabling required to connect these facilities to the phone switch. Additionally, in many cases we have reached our limit of copper cabling to use and to increase capacity would require burying additional cabling. These gateways would allow for identification by address in the 911 system and, in the future, could be expanded to run the phone switch from either location should the primary phone switch in the Municipal Building fail.

**Estimated Capital Budget:**

FY13	FY14	FY15	FY16	FY17	Total
\$28,000					\$28,000

**Fiscal Impact:** There are no recurring costs with this project.

**City Council Goal:** VI. Organizational Leadership

**Category:** General Government

**Project Title:** Information Technology

**Project Description:** Productivity Software Upgrade

This project will upgrade all licenses of Microsoft Office in the City to the latest version, currently Office 2010. The City currently updates Office packages when requested by the individual departments or employees when needed for their job. The City now supports at least 4 major versions of Microsoft Office across the City, causing incompatibilities between users and support issues for Information Technology.

**Estimated Capital Budget:**

FY13	FY14	FY15	FY16	FY17	Total
\$25,000					\$25,000

**Fiscal Impact:** There are no recurring costs with this project.

## Capital Improvements

**City Council Goal:** VI. Organizational Leadership

**Category:** General Government

**Project Title:** Information Technology

**Project Description:** PC Replacement Program

This project moves the PC Replacement Program from the IT operating budget to the Capital Improvement Program. The purpose of the PC Replacement Program is to ensure the adequacy of all City computers through a replacement schedule. The replacement schedule is on a four year cycle.

**Estimated Capital Budget:**

FY13	FY14	FY15	FY16	FY17	Total
\$25,000	\$25,000	\$20,000	\$20,000	\$20,000	\$110,000

**Fiscal Impact:** There are no recurring costs with this project.

CITY OF WILLIAMSBURG  
CAPITAL IMPROVEMENT PROGRAM  
PROJECT INFORMATION

**City Council Goal:** VII. Recreation and Culture

**Category:** Agencies/Interjurisdictional

**Project Title:** Facilities

**Project Description:** Williamsburg Library Renovations

Replace the existing chiller, which has reached the end of its service life. Estimated cost is \$150,000.

**Estimated Capital Budget:**

FY13	FY14	FY15	FY16	FY17	Total
		\$150,000			\$150,000

**Fiscal Impact:** The new chiller will reduce maintenance and service costs.



## Capital Improvements

**City Council Goal:** VI. Public Safety

**Category:** Agencies/Interjurisdictional

**Project Title:** Facilities

**Project Description:** Courthouse Maintenance Projects

The City of Williamsburg and James City County jointly own and operate the Williamsburg-James City County Courthouse as authorized by §17.1-281 of the Code of Virginia. Each locality has previously authorized the assessment of a courthouse maintenance fee of \$2 for each civil and criminal action and/or traffic case in the District or Circuit Courts for the City of Williamsburg and James City County.

The Clerk of the Circuit Court collects and remits fees monthly to the City's Department of Finance, acting as agent for the Courthouse Maintenance Fund. Funds are invested in the Commonwealth of Virginia's Local Government Investment Pool. Disbursements are approved by resolution of both the Williamsburg City Council and the James City County Board of Supervisors for capital projects deemed necessary to maintain the Courthouse.

For FY13 and beyond, the balance of the Fund is available for projects as they are identified and approved by the governing bodies.

### **Estimated Capital Budget:**

FY13	FY14	FY15	FY16	FY17	Total
\$150,000					\$150,000

**Fiscal Impact:** Courthouse Maintenance projects are usually routine in nature, not requiring additional operating or maintenance costs beyond existing levels.

**City Council Goal:**

III. Neighborhoods and Housing

**City Council Initiative:**

Affordable Housing for Workforce and Seniors

**Category:** Agencies/Interjurisdictional

**Project Title:** Housing Programs

**Project Description:** Affordable Housing Initiative

Funding is proposed for future joint ventures with the Williamsburg Redevelopment and Housing Authority in FY13. The goals are to rehabilitate substandard housing throughout the City and/or construct low and moderate income infill housing in appropriate locations.

**Estimated Capital Budget:**

FY13	FY14	FY15	FY16	FY17	Total
	\$500,000				\$500,000

**Fiscal Impact:** By removing blighted conditions, the project should increase property values and business opportunities, which should provide a positive fiscal impact.



719 Lafayette Street

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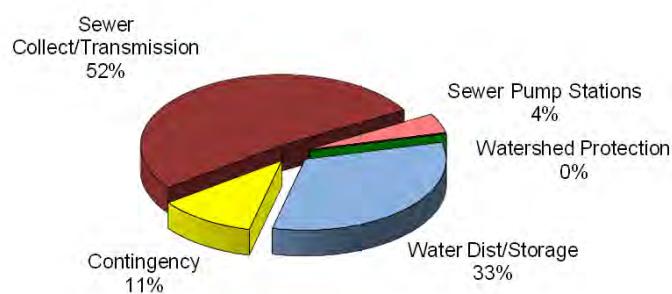
**Capital Improvements**

**CITY OF WILLIAMSBURG**

**UTILITY FUND - FISCAL YEAR 2013**

	ACTUAL FY 2011	ESTIMATED FY 2012	ADOPTED FY 2013
<b>REVENUES:</b>			
TRANSFER FROM RESERVES	1,763,479	1,125,000	1,415,000
TOTAL REVENUES	1,763,479	1,125,000	1,415,000
<b>EXPENSES:</b>			
WATER DISTRIBUTION / STORAGE	1,252,178	230,000	440,000
SEWER COLLECTION SYSTEM	313,168	500,000	700,000
SEWAGE PUMP STATIONS		60,000	60,000
CONTINGENCY	186,858	150,000	150,000
VEHICLES/EQUIPMENT	0	35,000	65,000
WATERSHED PROTECTION	<u>11,275</u>	<u>150,000</u>	
TOTAL EXPENSES	1,763,479	1,125,000	1,415,000

**Utility Fund  
Capital Improvements FY 2013**



**CITY OF WILLIAMSBURG**  
**UTILITY FUND - CAPITAL IMPROVEMENT PROGRAM SUMMARY**  
**FISCAL YEARS 2013-2017**

Project Title	CARRYOVER FROM FY 2012	ADOPTED BUDGET FY 2013	5 - YEAR CAPITAL IMPROVEMENT PROGRAM					5 - YEAR TOTAL	
			FOR PLANNING PURPOSES ONLY						
			FY 2014	FY 2015	FY 2016	FY 2017			
<b>PUBLIC UTILITIES</b>									
<b>Water Supply</b>									
Watershed Protection/Water Quality	0	150,000	150,000	150,000	150,000	150,000	600,000		
Water Treatment Improvements	0	250,000	50,000	50,000	50,000	50,000	450,000		
<b>Water Distribution/Storage</b>									
Water System Improvements	0	40,000		120,000			130,000	290,000	
Water Tank Painting	0			750,000				750,000	
<b>Sewer Collection/Transmission System</b>									
Sewer System Rehab - SSO Program	0	700,000	700,000	700,000	700,000	700,000	700,000	3,500,000	
Sewer Pump Station Reliability	0	60,000	55,000		100,000			215,000	
<b>Water/Sewer System Contingency</b>									
Water/Sewer System - Contingency	0	150,000	150,000	150,000	150,000	125,000	125,000	725,000	
<b>Vehicles/Equipment</b>									
Equipment	0	65,000	65,000	155,000	100,000	30,000	30,000	415,000	
<b>Total Utility Fund Capital Improvements</b>	<u>0</u>	<u>1,415,000</u>	<u>1,170,000</u>	<u>2,075,000</u>	<u>1,250,000</u>	<u>1,035,000</u>	<u>6,945,000</u>		

**City Council Goal:** IX. Environmental Sustainability**Category:** Public Utilities**Department:** Utility Fund**Project Title:** Water Supply**Project Description:** Watershed Protection/Water Quality

The City has been aggressive in purchasing watershed property for several decades to protect our drinking water source. The City now owns or has conservation easements on 57% of the watershed. Money is set aside each year in case property becomes available. Money is also set aside for other initiatives such as forestry management, security improvements to the Plant and watershed (signage, access control).

**Estimated Capital Budget:**

FY13	FY14	FY15	FY16	FY17	Total
\$150,000	\$150,000	\$150,000	\$150,000		\$600,000

**Fiscal Impact:** While protecting the watershed around Waller Mill Reservoir will ensure a high quality water source, purchase or control of more property will result in a larger area to be managed.

## Capital Improvements

**City Council Goal:** IX. Environmental Sustainability  
**City Council Initiative:** Drinking Water Safety

**Category:** Public Utilities

**Department:** Utility Fund

**Project Title:** Water Supply

**Project Description:** Water Treatment Improvements

Water treatment improvements include all facets of the Water Treatment Plant including raw water/finished water pumping, chemical applications, lab facilities, buildings/ structures, electrical improvements, piping projects, instrumentation and IT to name a few.

Improvements for FY13 include finalizing improvements to the chemical feed systems and replacement of raw water pumps in pump house #1. Also, consulting fees for the dam permit are included. \$250,000 is budgeted for those improvements.

### **Estimated Capital Budget:**

FY13	FY14	FY15	FY16	FY17	Total
\$250,000	\$50,000	\$50,000	\$50,000	\$50,000	\$450,000

**Fiscal Impact:** Electrical costs will increase marginally for both projects.

**City Council Goal:** IX. Environmental Sustainability**Category:** Public Utilities**Department:** Utility Fund**Project Title:** Water Distribution/Storage**Project Description:** Water System Improvements

Examples of water system improvements include:

- Upgrade line size on developer installed systems (e.g. contribution to 16" extension to Fairfield Timeshares on Mooretown Road).
- Small line replacement program to improve water pressure in specific areas (past projects Jefferson Avenue, Adams Street, Penniman Road, Tanyard Street, and Middletown Farms system).
- Master plan improvements – past projects include 12" water line extension to Strawberry Plains redevelopment project; 12" extension along Henry Street and Francis Street for improved flows to the CWF Lodge and Inn area; York Street extension for redevelopment project.
- Upgrades/replacements of pipelines in conjunction with road construction/reconstruction projects (e.g. Treyburn Drive, Richmond Road Reconstruction, Braxton Court).

\$40,000 is budgeted in FY13 for an upgraded water line on Prince George Street (Boundary St. to Armistead Ave.) in conjunction with redevelopment of the Prince George Commons (MaMa Mia's). The following projects are anticipated in the next 5 years:

Prince George St. water line upgrade (400')	FY13	\$ 40,000
Pocahontas St. water line upgrade (1600')	FY15	\$120,000
Mooretown Rd. water line extension (1700')	FY17	\$130,000

**Estimated Capital Budget:**

FY13	FY14	FY15	FY16	FY17	Total
\$40,000		\$120,000		\$130,000	\$290,000

**Fiscal Impact:** Scheduled replacement of water system infrastructure should reduce operating costs. Water extensions add piping to the water system with minor increases in operating and maintaining infrastructure.

**City Council Goal:** IX. Environmental Sustainability  
**City Council Initiative:** Southeast Water Tank

**Category:** Public Utilities

**Department:** Utility Fund

**Project Title:** Water Distribution/Storage

**Project Description:** Water Tank Painting

This project is for the painting of three water storage tanks in the City:

1. 500,000 gallon Jamestown Road elevated tank
2. 500,000 gallon Magruder elevated tank
3. 1,000,000 gallon City Shop ground tank

It is anticipated that complete sandblasting of the tanks will not be required. They were last painted in 1995.

The City's 750,000 gallon Quarterpath at Williamsburg elevated tank will be brought online in FY12-13 and therefore will not require painting.

**Estimated Capital Budget:**

FY13	FY14	FY15	FY16	FY17	Total
		\$750,000			\$750,000

**Fiscal Impact:** Tank painting will have a positive impact on the operation and maintenance costs of the water system.

**City Council Goal:** IX. Environmental Sustainability  
**City Council Initiative:** Sewer System Overflow Prevention

**Category:** Public Utilities

**Department:** Utility Fund

**Project Title:** Sewer Collection/Transmission System

**Project Description:** Sewer System Rehab – SSO Program

All localities in the HRPDC region have been issued a consent order by the State Department of Environmental Services to virtually eliminate sanitary sewer overflows (SSOs). SSOs are primarily caused by rainwater inflow and infiltration (I&I) and blockages caused by grease and roots. The consent order sets goals, deliverables and timetables for upgrading the region's sanitary sewer systems. The State initiative is guided by the Federal Environmental Protection Agency.

The region, City included, will be spending unprecedented amounts of money to "tighten up" its sanitary sewer system in an effort to control SSOs. Much study effort will be expended prior to actual rehab/repair/replacement of the infrastructure. While the exact figures can not be determined until sewer line evaluation work is complete, the City is setting aside funding each year for the next 5 years. Some of the FY13 money (\$15,000) will be spent on sewer rehab on Prince George Street in conjunction with streetscape improvements anticipated with Prince George Commons (Mama Mia's) development.

**Estimated Capital Budget:**

FY13	FY14	FY15	FY16	FY17	Total
\$700,000	\$700,000	\$700,000	\$700,000	\$700,000	\$3,500,000

**Fiscal Impact:** These expenditures will be a major driver in increasing utility rates. In the long run, however, upgrading the sewer system will reduce O&M costs.



**City Council Goal:** IX. Environmental Sustainability

**Category:** Public Utilities

**Department:** Utility Fund

**Project Title:** Sewer Collection/Transmission System

**Project Description:** Sewer Pump Station Reliability/Improvements

There are 14 sewage pumping stations in the City. Because the City drains into shellfish waters, the stations are classified as Reliability Class I stations which provides for the strictest standards of reliability. For example, the stations are required to have emergency back up power or other means of operating the pumps in case of power failure. As part of the SSO consent order, a MOM (Management, Operation, Maintenance) report was developed for the sewer system which requires pump station improvements such as wet well cleaning of all stations. The following is a breakdown of the pump station improvements included in the CIP.

Station 13 – Stabilize area around station	FY13	\$ 60,000
Station 14 – Rehab wet well	FY14	\$ 55,000
Station 5 – Upgrade, contingent upon development	FY16	\$100,000

**Estimated Capital Budget:**

FY13	FY14	FY15	FY16	FY17	Total
\$60,000	\$55,000		\$100,000		\$215,000

**Fiscal Impact:** There will be a minor fiscal impact as pump/motor sizes are increased energy consumption will also increase but will be buffered by better efficiency and less maintenance.

**City Council Goal:** IX. Environmental Sustainability**Category:** Public Utilities**Department:** Utility Fund**Project Title:** Water/Sewer System Contingency**Project Description:** Water/Sewer System Contingency

Water and sewer system contingency must be budgeted to cover unforeseen items on a yearly basis. The utility must have the money reserved in order to continue to operate on a continuous basis. Examples of water and sewer contingencies include:

- Emergencies - major pipeline failures, drought.
- Emergency sewer repairs/rehab.
- Water pump/motor burn out.
- Loss of power and emergency generator failure.
- Drought requiring public notification campaign to conserve water.
- Water/sewer line extensions at property owner request.
- Contributions to new pump stations installed by Development.
- Capital project contingency.

**Estimated Capital Budget:**

FY13	FY14	FY15	FY16	FY17	Total
\$150,000	\$150,000	\$150,000	\$150,000	\$125,000	\$725,000

**Fiscal Impact:** No impact.

CITY OF WILLIAMSBURG  
Departmental Summary - By Fund

VEHICLE REPLACEMENT FIVE-YEAR PLAN

FUND	DEPARTMENT	FY2013	FY2014	FY2015	FY2016	FY2017
<b><u>SALES TAX</u></b>						
BUILDING INSPECTION		\$0	\$0	\$28,000	\$28,000	\$28,000
CITY MANAGER		\$0	\$0	\$0	\$28,000	\$0
ENGINEERING		\$0	\$0	\$0	\$0	\$0
FINANCE		\$0	\$35,000	\$28,000	\$0	\$0
FIRE		\$250,000	\$300,000	\$790,000	\$330,000	\$35,000
HUMAN SERVICES		\$35,000	\$28,000	\$0	\$0	\$25,000
PLANNING		\$0	\$0	\$30,000	\$0	\$0
POLICE		\$175,000	\$143,000	\$35,000	\$94,000	\$35,000
PUBLIC WORKS		\$65,000	\$240,000	\$335,000	\$160,000	\$140,000
RECREATION		\$0	\$0	\$0	\$35,000	\$0
SALES TAX TOTAL		\$525,000	\$746,000	\$1,246,000	\$675,000	\$263,000
<b><u>UTILITIES</u></b>						
PUBLIC UTILITIES		\$65,000	\$65,000	\$155,000	\$100,000	\$30,000
UTILITIES TOTAL		\$65,000	\$65,000	\$155,000	\$100,000	\$30,000
<b><u>GRAND TOTAL</u></b>		<b>\$590,000</b>	<b>\$811,000</b>	<b>\$1,401,000</b>	<b>\$775,000</b>	<b>\$293,000</b>

## City of Williamsburg - Vehicle Replacement Five-Year Plan

<u>Unit No.</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential-Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>
<b>BUILDING INSPECTION</b>												
4129	2004	FORD	ESCAPE 4X4 SUV	Yes	No	14-765L	28,760	\$0	\$0	\$28,000	\$0	\$0
1132	2007	FORD	ESCAPE 4X4 - HYBRID	Yes	No	129016L	35,781	\$0	\$0	\$0	\$28,000	\$0
6573	2008	FORD	ESCAPE 4X4 SUV Hyrid	Yes	No	114731L	24,054	\$0	\$0	\$0	\$0	\$28,000
<b>TOTAL BUILDING INSPECTION</b>								\$0	\$0	\$28,000	\$28,000	\$28,000

<u>Unit No.</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential-Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>
<b>CITY MANAGER</b>												
3321	2006	CHEVROLET	4 DOOR SEDAN	No	Yes	114-724L	28,763	\$0	\$0	\$0	\$28,000	\$0
<b>TOTAL CITY MANAGER</b>												
								\$0	\$0	\$0	\$28,000	\$0

<u>Unit No.</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential-Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>
<b>ENGINEERING</b>												
0724	2001	CHEVROLET	4 DOOR SEDAN IMPALA	No	Yes	49-452L	59,871	\$0	\$0	\$0	\$0	\$0
<b>TOTAL ENGINEERING</b>												
								\$0	\$0	\$0	\$0	\$0

<u>Unit No.</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential-Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>
<b>FINANCE</b>												
8281	2002	FORD	EXPLORER	No	Yes	49-458L	64,039	\$0	\$35,000	\$0	\$0	\$0
0780	2005	CHEVROLET	IMPALA 4 DR SEDAN	No	Yes	24-292L	33,412	\$0	\$0	\$28,000	\$0	\$0
<b>TOTAL FINANCE</b>												
at 1-30-2012												

<u>Unit No.</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential-Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>
<b>FIRE</b>												
8941	1949	MACK	FIRE TRUCK	No	No	16-977L	974	\$0	\$0	\$0	\$0	\$0
66	1988	HOMEMADE	BOAT TRAILER (ZODIAC)	No	No	84-728L		\$0	\$0	\$0	\$0	\$0
797B	1988	ZODIAC	INFLATABLE BOAT 13' 9"	No	No	n/a		\$0	\$0	\$0	\$0	\$0
A292	1992	ZODIAC	INFLATABLE BOAT 15'	No	No	Boat VA 2132 B1		\$0	\$0	\$0	\$0	\$0
3045	1994	SUTPHEN	PLATFORM TRUCK	No	No	16-983L	45,211	\$0	\$0	\$0	\$0	\$0
3086	1995	SUTPHEN	SQUAD/PUMPER	No	No	24-322L	29,837	\$0	\$200,000	\$0	\$0	\$0
7423	1995	MILLER MOD.834	34' "SAFE HOUSE"	No	No	74-912L		\$0	\$65,000	\$0	\$0	\$0
8405	1998	HAULMARK	UTIL TRAILER	No	No	65-835L		\$0	\$0	\$0	\$0	\$0
0140	2000	PIERCE	FIRE TRUCK	No	No	40275L	48,266	\$0	\$0	\$750,000	\$0	\$0
5606	2002	JEEP	SPORT UTILITY	No	Yes	19-408L	53,610	\$0	\$35,000	\$0	\$0	\$0
2207	2003	INTERNATIONAL	AMBULANCE	No	No	111791L	80,550	\$250,000	\$0	\$0	\$0	\$0
5004	2004	CARGO	TRAILER	No	No	129018L		\$0	\$0	\$0	\$0	\$0
7761	2004	ACSI	DECONTAMINATION TRAI	No	No	84-725L		\$0	\$0	\$0	\$0	\$0

<u>Unit No.</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential-Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>
1409	2005	FORD	3/4 TON DIESEL 4X4 PICK	No	No	122-973L	47,318	\$0	\$0	\$40,000	\$0	\$0
2324	2005	FORD	EXPLORER 4x4	No	No	122-984L	40,481	\$0	\$0	\$0	\$40,000	\$0
3499	2006	HORTON	AMBULANCE	No	No	114726IL	76,726	\$0	\$0	\$0	\$250,000	\$0
5724	2006	FORD	F350 SUPERCAB	No	No	129-003L	32,589	\$0	\$0	\$0	\$0	\$35,000
8855	2006	CHEVROLET	TAHOE - SUV	No	No	123-000L	39,267	\$0	\$0	\$0	\$40,000	\$0
0700	2008	CHEVROLET	4 DOOR IMPALA	No	No	114733L	26,937	\$0	\$0	\$0	\$0	\$0
2410	2008	CHEVROLET	4 DOOR IMPALA	No	No	114734L	27,330	\$0	\$0	\$0	\$0	\$0
8061	2008	GMC	AMBULANCE	No	No	159651L	38,704	\$0	\$0	\$0	\$0	\$0
2256	2009	FORD	F-350 DIESEL 4x4 PU	No	No	129042L	13,849	\$0	\$0	\$0	\$0	\$0
2042	2011	PIERCE	PUMPER	No	No	159672L	4,469	\$0	\$0	\$0	\$0	\$0
6972	2011	FORD	PIERCE RESCUE	No	No	159653L	1,633	\$0	\$0	\$0	\$0	\$0
8179	2011	VMA/PAMU	CARGO TRAILER	No	No	159682L		\$0	\$0	\$0	\$0	\$0
<b>TOTAL FIRE</b>								\$250,000	\$300,000	\$790,000	\$330,000	\$35,000

<u>Unit No.</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential-Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>
<b>HUMAN SERVICES</b>												
5972	2001	FORD	4 DOOR SEDAN	No	Yes	49-459L	55,021	\$0	\$28,000	\$0	\$0	\$0
5558	2002	FORD	15 PASS VAN	No	Yes	16-984L	71,187	\$35,000	\$0	\$0	\$0	\$0
1666	2008	GMC	12 PASSENGER VAN	No	No	114735L	28,288	\$0	\$0	\$0	\$0	\$0
4069	2008	FORD	FUSION 4 DOOR	No	No	129031L	55,881	\$0	\$0	\$0	\$0	\$25,000
<b>TOTAL HUMAN SERVICES</b>								\$35,000	\$28,000	\$0	\$0	\$25,000

<u>Unit No.</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential-Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>
<b>PLANNING</b>												
3188	2005	DODGE	CARAVAN	No	No	16-998L	26,428	\$0	\$0	\$30,000	\$0	\$0
<b>TOTAL PLANNING</b>												
								\$0	\$0	\$30,000	\$0	\$0

<u>Unit No.</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential-Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>
<b>POLICE</b>												
5565	1999	SCAT	UTIL TRL	No	No	26-950L		\$0	\$0	\$0	\$0	\$0
1017	2000	SCAT	RADAR TRAILER	No	No	26-950L		\$0	\$0	\$0	\$0	\$0
8594	2003	JEEP	WRANGLER	No	Yes	84-729L	73,265	\$0	\$28,000	\$0	\$0	\$0
5075	2006	FORD	VAN (CARGO)	No	No	KBB2595	53,921	\$0	\$0	\$0	\$34,000	\$0
00250	2007	TOMBERLIN	LOW SPEED VEHICLE	Yes	No		2,951	\$0	\$0	\$0	\$0	\$0
0900	2007	HARLEY	FLPI-MOTORCYCLE	No	No	2199L		\$0	\$20,000	\$0	\$0	\$0
6715	2007	DODGE	4 DOOR CHARGER	No	Yes	KAV9509	67,418	\$0	\$30,000	\$0	\$0	\$0
6716	2007	DODGE	4D CHARGER	No	Yes	KEH7246	55,270	\$0	\$30,000	\$0	\$0	\$0
0967	2008	CHEVROLET	IMPALA 4 DR SEDAN	No	No	XWR-8242	36,647	\$0	\$0	\$0	\$30,000	\$0
4791	2008	CHEVROLET	IMPALA 4 DR SEDAN	No	No	XXC-7142	34,623	\$0	\$0	\$0	\$30,000	\$0
7292	2008	DODGE	4 DOOR SEDAN (PATROL)	No	No	129033L	98,064	\$35,000	\$0	\$0	\$0	\$0
5123	2009	DODGE	4 DOOR SEDAN (PATROL)	No	No	114742L	39,822	\$0	\$0	\$35,000	\$0	\$0
5124	2009	DODGE	4 DOOR SEDAN (PATROL)	No	No	114741L	71,904	\$35,000	\$0	\$0	\$0	\$0

<u>Unit No.</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential-Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>
5125	2009	DODGE	4 DR CHARGER (PATROL)	No	No	129040L	79,724	\$35,000	\$0	\$0	\$0	\$0
5126	2009	DODGE	4 DOOR SEDAN (PATROL)	No	No	114743L	70,527	\$35,000	\$0	\$0	\$0	\$0
5127	2009	DODGE	4 DR CHARGER(PATROL)	No	No	129041I	85,700	\$35,000	\$0	\$0	\$0	\$0
6839	2010	FORD	CROWN VIC PATROL	No	No	114-749L	49,428	\$0	\$35,000	\$0	\$0	\$0
8852	2010	CHEVROLET	4WD FOUR DOOR SUV	No	No	XSL1671	36,157	\$0	\$0	\$0	\$0	\$0
1609	2011	FORD	4D CROWN VIC	No	No	XCC9355	2,877	\$0	\$0	\$0	\$0	\$0
1610	2011	FORD	4D CROWN VIC	No	No	ECN1102	4,137	\$0	\$0	\$0	\$0	\$0
8779	2011	FORD	CROWN VIC (PATROL)	No	No	159673L	4,353	\$0	\$0	\$0	\$0	\$35,000
3157	2012	FORD	SUV ESCAPE XLT	No	No	159683L	30	\$0	\$0	\$0	\$0	\$0
<b>TOTAL POLICE</b>								\$175,000	\$143,000	\$35,000	\$94,000	\$35,000

<u>Unit No.</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential-Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>
<b>PUBLIC UTILITIES</b>												
							at 1-30-2012					
0537	1966	COX	BOAT TRAILER	No	No	16-978L		\$0	\$0	\$0	\$0	\$0
1382	1992	FORD	SEWER CLEANER	No	No	93-898L	33,478	\$0	\$30,000	\$0	\$0	\$0
A393	1993	Caroline Skiff	16'8 Lenth	No	No			\$0	\$0	\$0	\$0	\$0
5640	1994	WILLIAMS	UTIL TRAILER	No	No	24-294L		\$0	\$0	\$0	\$0	\$0
1593	1996	FORD	DUMP TRUCK	No	No	24-313L	38,060	\$0	\$0	\$75,000	\$0	\$0
3660	2001	GMC	3/4 TON PICKUP TRUCK	No	No	40-296L	106,640	\$0	\$0	\$0	\$0	\$0
9479	2001	GMC	1/2 TON 4X4 PICKUP	No	No	49-454L	63,326	\$30,000	\$0	\$0	\$0	\$0
4222	2002	Dodge	CARAVAN SE LWB	No	Yes	19-404L	73,075	\$35,000	\$0	\$0	\$0	\$0
7816	2002	DODGE	3/4 TON PICKUP	No	No	49-500L	83,716	\$0	\$35,000	\$0	\$0	\$0
0152	2003	VENTURE	BOAT TRAILER	No	No	84-730L		\$0	\$0	\$0	\$0	\$0
1549	2004	VACTOR	MODEL 2103 SEWER CLE	No	No	11-4704L	11,400	\$0	\$0	\$0	\$100,000	\$0
7493	2005	FORD	F350 3/4 TON UTILITY TR	No	No	122999L	41,146	\$0	\$0	\$40,000	\$0	\$0
9992	2005	GMC	SIERRA 3/4 TON UTILITY	No	No	122998L	77,764	\$0	\$0	\$40,000	\$0	\$0

<u>Unit No.</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential-Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>
8245	2006	FORD	VAN-CAMERA TRUCK	No	No	114-748L	20,123	\$0	\$0	\$0	\$0	\$0
0423	2007	GMC	PICKUP TRUCK	No	No	129017L	40,427	\$0	\$0	\$0	\$0	\$30,000
4708	2008	CASE	580L BACKHOE	No	No		1,548	\$0	\$0	\$0	\$0	\$0
9610	2011	YAMAHA	50HP OUTBOARD MOTOR	No	No	NA		\$0	\$0	\$0	\$0	\$0
<b>TOTAL PUBLIC UTILITIES</b>								\$65,000	\$65,000	\$155,000	\$100,000	\$30,000

<u>Unit No.</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential-Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>
<b>PUBLIC WORKS</b>												
0111	0000		WATER TANK	No	No	NA		\$0	\$0	\$0	\$0	\$0
6040	1994	GMC	PICKUP TRUCK	No	No	16-997L	111,025	\$0	\$0	\$0	\$0	\$0
1105	1996	GATOR	UTIL VEH	No	No		1,902	\$0	\$0	\$0	\$0	\$0
1592	1996	FORD	DUMP TRUCK	No	No	24-319L	45,642	\$0	\$0	\$75,000	\$0	\$0
7253	1996	FORD	BUCKET TRUCK	No	No	14-775L	69,019	\$0	\$0	\$0	\$0	\$0
0170	1999	MAULDIN	ROLLER	No	No		469	\$30,000	\$0	\$0	\$0	\$0
1117	1999	FORD	F150 PICKUP TRUCK	No	No	19-409L	47,222	\$0	\$30,000	\$0	\$0	\$0
0002	2000	FORD	DUMP/PLOW/SPREADER	No	No	19-405L	21,803	\$0	\$0	\$75,000	\$0	\$0
3268	2000	FORD	TRACTOR	No	No		821	\$0	\$0	\$0	\$0	\$0
5298	2000	HAULMARK	ENCLOSED UTILITY TRAIL	No	No	40-280L		\$0	\$0	\$0	\$0	\$0
9827	2000	FORD	DUMP/PLOW/SPREADER	No	No	16-996L	38,472	\$0	\$0	\$75,000	\$0	\$0
9828	2000	FORD	DUMP/PLOW/SPREADER	No	No	16-994L	32,303	\$0	\$0	\$75,000	\$0	\$0
2476	2002	CASE	BACKHOE	No	No	n/a	3,210	\$0	\$0	\$0	\$70,000	\$0

<u>Unit No.</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential-Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>
5086	2002	BOBCAT	TRACK LOADER	No	No	n/a	1,575	\$0	\$60,000	\$0	\$0	\$0
7332	2002	DODGE	3/4 TON PICKUP TRUCK	No	No	19-403L	53,659	\$35,000	\$0	\$0	\$0	\$0
1571	2003	MERCURY	GRAND MARQUIS GS 4 D	No	Yes	JEP2515	95,145	\$0	\$0	\$0	\$0	\$0
5293	2003	Mid Atlantic	UTIL TRAILER	No	No	26-938L		\$0	\$0	\$0	\$0	\$0
3664	2004	BRI-MAR	2 AXLE DUMP TRAILER	No	No	24-260L		\$0	\$0	\$0	\$0	\$0
5881	2004	ELGIN	WHIRLWIND STREET SW	No	No	19-412L	33,724	\$0	\$150,000	\$0	\$0	\$0
9590	2005	FORD	1/2 TON PICKUP	No	No	16-986L	84,764	\$0	\$0	\$35,000	\$0	\$0
0155	2006	HUDSON	UTIL TRAILER	No	No	129020L		\$0	\$0	\$0	\$0	\$0
0995	2006	GMC	PU TRUCK	No	No	114-721L	38,825	\$0	\$0	\$0	\$30,000	\$0
1608	2006	FORD	DUMP TRUCK	No	No	129025L	19,671	\$0	\$0	\$0	\$0	\$70,000
1827	2006	CARRYON	CARRY ON TRL	No	No	129008L		\$0	\$0	\$0	\$0	\$0
4706	2006	CURRAHEE	UTIL TRL	No	No	129006L		\$0	\$0	\$0	\$0	\$0
9142	2006	GMC	PU TRUCK C2500	No	No	114-722L	32,253	\$0	\$0	\$0	\$30,000	\$0

<u>Unit No.</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential-Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>
9151	2006	GMC	PU TRUCK SIERRA	No	No	114-723L	41,391	\$0	\$0	\$0	\$30,000	\$0
0869	2007	FORD	EXPLORER 4 x 4	No	No	114729L	30,207	\$0	\$0	\$0	\$0	\$35,000
2835	2008	FORD	3/4 TON PICKUP	No	No	114740L	19,240	\$0	\$0	\$0	\$0	\$35,000
4698	2008	CASE	580L BACKHOE	No	No		1,836	\$0	\$0	\$0	\$0	\$0
8498	2008	INTERNATIONAL	DUMP TRUCK	No	No	114732L	4,444	\$0	\$0	\$0	\$0	\$0
0931	2009	FORD	F-250 GAS 4X2 PU	No	No	129043L	26,461	\$0	\$0	\$0	\$0	\$0
<b>TOTAL PUBLIC WORKS</b>								\$65,000	\$240,000	\$335,000	\$160,000	\$140,000

<u>Unit No.</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>	<u>Hybrid?</u>	<u>Future - Potential-Alternative Fuel?</u>	<u>License No.</u>	<u>Mileage</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>
<b>RECREATION</b>												
5169	1994	TRITON	UTIL TRAILER	No	No	19-406L		\$0	\$0	\$0	\$0	\$0
2171	2006	CHEVROLET	PU CREW CAB	No	No	129-004L	53,145	\$0	\$0	\$0	\$35,000	\$0
4845	2011	CHEVROLET	PICKUP 4WD	No	No	159675L	973	\$0	\$0	\$0	\$0	\$0
<b>TOTAL RECREATION</b>								\$0	\$0	\$0	\$35,000	\$0



## CITY OF WILLIAMSBURG

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### MEMORANDUM

**TO:** Mayor and City Council  
Planning Commission

**DATE:** January 11, 2012

**SUBJECT: Capital Improvements for FY12 - Status of Current Projects**

The following list details the status of capital improvement projects in FY12 (this budget year). Allocated costs listed are for FY12 in the current Capital Improvement Plan

#### **PUBLIC WORKS**

##### **Street Construction**

1. Repaving Program - \$450,000 allocated. The City's annual street repaving program will begin in Spring 2012.

##### **Underground Wiring/Corridor Enhancement**

2. Ironbound Road Underground Wiring – JCC Project - \$300,000 allocated. VDOT is widening Ironbound Road from Monticello Avenue to the Longhill Connector. As a part of the project, overhead wires will be placed underground. The City has agreed to pay for one-half of the underground costs for the small section that is in the City, just south of the Longhill Connector. Construction is underway, and the underground wiring has been completed.

##### **Pedestrian and Bicycle Improvements**

3. Sidewalk Construction Projects - \$550,000 allocated. VDOT Revenue Sharing Funds (50% match) have been approved for five sidewalk projects which were completed: Richmond Road from the proposed College development to the Presbyterian Church and from College Corner to Armistead Avenue (brick sidewalks), north side of Rt. 199 from Jamestown Road to Exmore Court (Holly Hills Carriage Homes), South Henry Street from DeWitt Wallace Museum to Court Street, South Boundary Street west side from Jamestown Road to Grigsby Street, and Nassau Street from Court Street to Francis Street.

#### **PUBLIC SAFETY**

##### **Facilities**

4. E-911 Regional Center Expansion - \$45,000 allocated. This project will combine the City's E-911 Center with York County, and was approved by City Council in February 2009. This project was fully implemented in July 2009. \$45,000 is required annually to cover debt service on the building expansion.

Capital Improvements for FY11

January 12, 2011

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**GENERAL GOVERNMENT**

**Facilities**

5. Municipal Facilities Renewal and Expansion - \$900,000 FY11 carryover. The renovation and expansion of the Municipal Building at 401 Lafayette Street was substantially completed in October, 2011. A two-story addition was constructed on the west side of the original building, combined with rehabilitation and a geothermal energy retrofit of the existing building. The project was completed at a cost of \$6.3 million, which was about \$1 million below the original cost estimate.

**AGENCIES/INTERJURISDICTIONAL**

**Facilities**

6. Courthouse Maintenance Projects - \$150,000 allocated. The Clerk of the Circuit Court collects and remits a courthouse maintenance fee of \$2 for each civil and criminal action and/or traffic case in the District or Circuit Courts for Williamsburg and James City County. For FY12 and beyond, the balance of the Fund is available for projects approved by the governing bodies. Procurement of an upgraded computer security software system was initiated in the fall of 2011 by James City County staff, and is anticipated to be completed in early 2012, at a cost of approximately \$48,000.
7. Schools – Renovation and Capital Maintenance Projects - \$1.5 Million allocated, including carryover funds from prior years, for FY12. City contribution to various capital expenditures for the joint Williamsburg-James City County school system totaled approximately \$200,000 through December, 2011 in FY12.



Reed T. Nester, AICP  
Planning Director



## CITY OF WILLIAMSBURG

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### MEMORANDUM

**TO:** Jackson C. Tuttle, City Manager

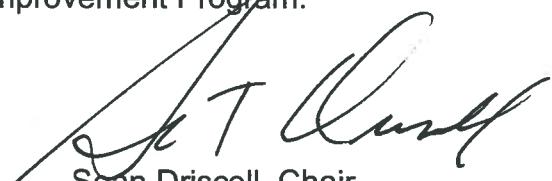
**DATE:** February 15, 2012

**SUBJECT:** Capital Improvement Program

The Williamsburg Planning Commission has finished its review of the proposed Five Year Capital Improvement Program. The Commission held a public hearing on January 18 and a work session on February 1. Following its discussions on the CIP, the consensus of the Commission is to support the proposed Five Year Capital Improvement Program. In particular:

- The Commission supports the eight sidewalk improvement projects proposed under *Pedestrian Facility Improvements*. These fill in gaps in the sidewalk system, and address the Commission's comment from last year that the Capital Improvement Program "... provide pedestrian improvements in the downtown area and in the adjacent residential neighborhoods on both sides of the Historic Area, as well as in the proposed Arts District and Northeast Triangle areas." This project also fills in the last gap in the Richmond Road sidewalk system. If the anticipated Revenue Sharing Funds are not available, and the scope of work needs to be reduced, the Commission requests a role in helping to prioritize a more limited range of projects.
- The Commission supports the proposed Stryker Center, which will provide needed facilities for the City's Municipal Center. The partnership between the City and the Williamsburg Regional Library will provide many benefits to our citizens, and will complement the extensive improvements made to the Municipal Center since 1999. The Commission also notes the favorable climate for construction projects both in terms of borrowing costs and construction costs and, accordingly, suggest that consideration be given to accelerating this project.

The Commission looks forward to continuing its partnership with you and your staff in developing and implementing the City's Capital Improvement Program.



Sean Driscoll, Chair  
Williamsburg Planning Commission

# Capital Improvements

**CITY OF WILLIAMSBURG**

**GENERAL FUND - OPERATING IMPACT OF CAPITAL PROJECTS - FISCAL YEAR 2013**

	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>TOTAL</b>
<b>PUBLIC WORKS</b>						
<b>Street Construction</b>						
Ironbound Rd.-Longhill Conn. to Richmond Rd.	\$0	\$0	\$0	\$0	\$0	\$0
Repaving Program	\$0	\$0	\$0	\$0	\$0	\$0
Prince George Street Reconstruction	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$10,000
<b>Corridor Enhancement / Underground Wiring</b>						
Guardrail Improvement Program	\$0	\$0	\$0	\$0	\$0	\$0
Regional Corridor Improvement Program	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$10,000
Page Street (U.W.)	\$0	\$0	\$0	\$0	\$0	\$0
South Henry Street (U.W.)	\$0	\$0	\$0	\$0	\$0	\$0
York Street (U.W.)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Pedestrian and Bicycle Improvements</b>						
Pedestrian Facility Improvements	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000
Bicycle Facility Improvements	\$0	\$0	\$0	\$500	\$500	\$1,000
<b>Stormwater Management</b>						
Stormwater Management Projects	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Public Works</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,500</b>	<b>\$5,500</b>	<b>\$26,000</b>
<b>RECREATION AND OPEN SPACE</b>						
<b>Facilities</b>						
Quarterpath Park Improvements	\$0	\$0	\$0	\$0	\$0	\$0
Kiwanis Park Improvements	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$10,000
Waller Mill Park Improvements	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Recreation and Open Space</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$10,000</b>
<b>PUBLIC SAFETY</b>						
<b>Facilities</b>						
E-911 Regional Center - Expansion **	\$0	\$0	\$0	\$0	\$0	\$0
Fire Station Improvements	-\$500	-\$500	-\$500	-\$500	-\$500	-\$2,500
<b>Equipment</b>						
Life Pack Monitor Replacement	-\$1,000	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$7,000
Mobile Data Terminals	\$16,840	\$16,840	\$16,840	\$16,840	\$16,840	\$84,200
<b>Total Public Safety</b>	<b>\$15,340</b>	<b>\$14,840</b>	<b>\$14,840</b>	<b>\$14,840</b>	<b>\$14,840</b>	<b>\$74,700</b>
<b>GENERAL GOVERNMENT</b>						
<b>Information Technology</b>						
Server Virtualization	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
Phone System Gateways	\$0	\$0	\$0	\$0	\$0	\$0
Productivity Software Upgrades	\$0	\$0	\$0	\$0	\$0	\$0
PC Replacement Program	\$0	\$0	\$0	\$0	\$0	\$0
<b>Vehicles</b>						
Vehicle Replacement Plan	\$0	\$0	\$0	\$0	\$0	\$0
Capital Projects - Contingency	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total General Government</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$25,000</b>
<b>AGENCIES / INTERJURISDICTIONAL</b>						
<b>Facilities</b>						
Williamsburg Library Renovations	\$0	\$0	-\$5,000	-\$5,000	-\$5,000	-\$15,000
Courthouse Mtce. Projects (contingency)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Housing Programs</b>						
Affordable Housing Initiative	\$0	\$0	\$0	\$0	\$0	\$0
<b>Schools - Contribution</b>						
Renovation Projects	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Agencies / Jurisdictional</b>	<b>\$0</b>	<b>\$0</b>	<b>-\$5,000</b>	<b>-\$5,000</b>	<b>-\$5,000</b>	<b>-\$15,000</b>
<b>Total Additional Operational Costs</b>	<b>\$27,340</b>	<b>\$26,840</b>	<b>\$21,840</b>	<b>\$22,340</b>	<b>\$22,340</b>	<b>\$120,700</b>

\* Estimated impact on operating costs are assumed to begin in project year, and continue thereafter.

\*\* E-911 service consolidation with neighboring York County in 2009 results in General Fund operational savings of approximately \$150,000 to \$200,000 per year, net of capital contributions in five-year CIP


**Capital Improvements**
**CITY OF WILLIAMSBURG**
**UTILITY FUND - OPERATING IMPACT OF CAPITAL PROJECTS - FISCAL YEAR 2013**

FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL
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**PUBLIC UTILITIES**
**Water Supply**

Watershed Protection/Water Supply	\$2,500	\$2,500	\$2,500	\$2,500	\$12,500
Water Treatment Improvements	\$200	\$200	\$200	\$200	\$1,000

**Water Distribution/Storage**

Water System Improvements	-\$500	-\$500	-\$500	-\$500	-\$500	-\$2,500
Water Tank Painting	\$0	\$0	-\$2,000	-\$2,000	-\$2,000	-\$6,000

**Sewer Collection/Transmission System**

Sewer System Rehab - SSO	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$7,500
Sewer Pump Station Reliability	\$500	\$500	\$500	\$500	\$500	\$2,500

**Water/Sewer System Contingency**

Contingency	\$0	\$0	\$0	\$0	\$0	\$0
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**Vehicles/Equipment**

Equipment (replacement)	\$0	\$0	\$0	\$0	\$0	\$0
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**Total Additional Operational Costs**

	\$1,200	\$1,200	-\$800	-\$800	-\$800	\$0
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\* Estimated impact on operating costs are assumed to begin in project year, and continue thereafter.

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## CITY OF WILLIAMSBURG

Public Works & Utilities Department

### UTILITY FUND WATER AND SEWER RATE ANALYSIS FY2013-2017

The FY2013-2017 water rate review looks at the financial viability of the Utility Fund in terms of projected revenues and expenses for the next five year period. The water rate was increased last year from \$4.20/1000 gallons to \$4.30/1000 gallons. The single water rate includes sewer service since the City does not have a separate rate for sewer.

#### Expenses:

There are two initiatives of the utility system that will continue to have major impacts to the Utility Fund expenses:

1. Long term supplemental water supply
2. Sanitary Sewer Special Order by Consent (SOBC)

The City signed a long-term water supply agreement with Newport News Waterworks (NNWW) in April, 2009. The agreement is a 50 year contract with 25 year renewals thereafter. Williamsburg contracted for 2 million gallons of water per day (mgd). The purchase cost is based on \$12.5 million per 1 mgd of water thus making our total commitment \$25 million for 2 mgd. The City paid \$12.5 initially and the remaining \$12.5 million is due in 2024. However, the City can opt out of the second \$12.5 payment at which time our allotment would drop to 1 mgd. The City's strategy for the first \$12.5 million payment was to pay \$2.5 million from the Utility Fund cash balance and it borrowed \$10 million using a 15 year bank qualified loan. That way the first payment is paid off before the second \$12.5 million payment is due (2024). In addition to the capital expense to purchase the water, there are annual operating and maintenance (O&M) expenses. Capital debt service plus O&M expenses together cost the City approximately \$.9 million per year. Given a Utility Fund budget of \$5.1 million, the impact is substantial and ongoing thru at least 2023.

On the sanitary sewer side of the Utility Fund, the City's sanitary sewer system will need to be upgraded in accordance with a Consent Order issued by the State Department of Environmental Quality (DEQ). The DEQ is responding to an initiative of the Federal Environmental Protection Agency (EPA) to control sanitary sewer overflows (SSO's) in the HRPDC area which is served by a regional set of sewage treatment plants operated by the Hampton Roads Sanitation District (HRSD). The consent order is a regional order affecting all jurisdictions in the HRPDC area. The Order was finalized in September 2007. The City is making substantial investments in the sewer system to address overflows caused primarily by stormwater infiltrating/inflowing (I/I) and grease blockages in the sanitary system. The City

purchased a camera van to facilitate TV inspections of our sewer lines and is working with engineering firms/sewer rehab companies on repairing and replacing sewer infrastructure. \$.7 million each year has been allocated in the 5 year capital improvements program. We can expect capital costs to be ongoing for the long term.

On the operating side, the Utility expects to provide level funding in FY13 and FY14 in light of the extended recession we are experiencing. A 3% annual growth rate in expenses is predicted over the FY15-FY17 period.

## Revenue

### Growth in Water Demand:

We are projecting water revenue to remain flat over the next 2 years as the economy remains sluggish with a modest increase over the last 3 years of the 5 year study period. Residential development is expected to remain stale – some moderate commercial development is underway (Quarterpath Crossings, High Street, Riverside) the City has experienced some redevelopment along it's major corridors which tends to reduce water consumption such as the College's School of Education which replaced the Community Hospital. Further, water conservation (e.g. College) is contributing to the slow down in water demand and thus revenue. Therefore, we are projecting no increase in revenue over the next 2 year period and a .5% yearly increase over the following 3 years of the 5 year study period. Possible revenue from JCSA was not included since water sales to the Authority are on an emergency basis only. Finally, the water tank cell phone lease revenue (\$140,000) is proposed to be removed from the Utility Fund and placed into the General Fund to help balance that budget.

### Water and Sewer Fees:

The fees are broken into 3 areas: Availability fees, Hampton Roads Sanitation District (HRSD) fees and connection fees. The availability fees are designed to have new development pay for capital improvements which primarily benefit future customers. This prevents or reduces inequity to existing customers as "growth pays for growth". The HRSD wastewater facility charge is for new connections and covers the cost of treatment capacity expansion, line extensions and pump stations. These charges are established by HRSD and reviewed on an annual basis. The City collects the charges and forwards the receipts to the District. The third fee is the connection fee which is the construction cost of the City installing the water and sewer connections to the customer's property line. Most connections are pre-installed by the developer at the time the project is under construction and therefore, in those cases, the fee is not applicable.

The availability fees are based on meter size to reflect capacity and demand on the system. The City increased the fees substantially in FY09. This increase was predicated on new growth paying equitably in the growth of the system including securing a new water supply and the expenses associated with the SSO consent order. A review of the City's fees compared to other water purveyors in Virginia shows our fee structure to be at or higher than average. An increase in availability fees is not recommended for FY2013. HRSD reviews it's

fees and rates yearly and they are expected to increase because of the SSO Consent Order they have with EPA.

The water and sewer connection fees are the costs associated with the City installing water and sewer service lines. Service lines run from the main lines to the customer's property line. For the most part, on new development, the developer installs the service line as part of the overall infrastructure of the development project. The City primarily installs service lines to infill development in existing subdivisions and small commercial sites. The water connection fee is based on meter size while the sewer connection fee is more of a flat fee for residential or commercial construction. An increase is not recommended for FY2013 since the fees are representative of actual costs of constructing water and sewer service connections.

### Rate Analysis:

Working capital projections were developed for two different scenarios - one with no rate increase, one with a rate increase. The year-end working capital is essentially the Fund's cash balance or the difference between short term assets and liabilities.

Two rate scenarios are presented in Exhibits 1 and 2. Both scenarios assume no increase in revenue for FY2013 and FY2014 and a .5% increase in FY2015-2017. And no increase in the operating budget for FY2013-2014 and 3% increases for FY2015-2017. Capital improvement expenses are based on recently submitted FY2013-2017 CIP budget figures. Debt service for principal and interest along with estimated O&M costs are shown for the long term water contract with NNWW.

Exhibit 1 shows working capital projections with no rate increase. Exhibit 2 shows a 6% increase for FY2013 and a rate increase of 5%-5.5% every year for FY2014-2017. With no rate increases (Exhibit 1), working capital is depleted by FY2015. Exhibit 2 maintains a positive working capital balance for the next 5 years, with a balance of only \$874K+ in FY2017. Therefore, in order to maintain a healthier capital balance, rate increases may need to exceed 5% projections particularly if water consumption were to trend downward.

A comparison of our water rate with six other Hampton Roads communities is presented in Exhibit 3. Although the other localities are also considering FY2013 rate increases, rates currently in place (FY2012) are used for comparison purposes. Williamsburg remains well below all other Hampton Roads communities.



Daniel G. Clayton III  
Director

## EXHIBIT 1

CITY OF WILLIAMSBURG WATER & SYSTEM OPERATIONS-CASH FLOWS	Fiscal Year Ending June 30:						
	2011	2012	2013	2014	2015	2016	2017
Revenue under existing rates:							
Water	4,140,893	4,200,000	4,200,000	4,200,000	4,221,000	4,242,105	4,263,316
Sewer	1,378,041	1,400,000	1,400,000	1,407,000	1,414,035	1,421,105	1,428,211
Total Revenue Under Existing Rates	5,518,934	5,600,000	5,600,000	5,607,000	5,635,035	5,663,210	5,691,526
Additional Water Revenues:							
Rate      Proposed      Months							
<u>Effective Date</u>	<u>Increase</u>	<u>Rate</u>	<u>Effective</u>				
July 1, 2012	0.00%	\$4.30	12		0	0	0
July 1, 2013	0.00%	\$4.30	12		0	0	0
July 1, 2014	0.00%	\$4.30	12		0	0	0
July 1, 2015	0.00%	\$4.30	12		0	0	0
July 1, 2016	0.00%	\$4.30	12		0	0	0
Subtotal, Additional Revenue from Increases					0	0	0
Total Revenue from User Charges	5,518,934	5,600,000	5,600,000	5,607,000	5,635,035	5,663,210	5,691,526
Other Utility Income	600,019	386,000	399,000	399,000	399,000	399,000	399,000
Add: Water Tank Proffer from Developer	1,525,000						
Total Operating Revenues	6,118,953	5,986,000	5,999,000	6,006,000	6,034,035	6,062,210	6,090,526
Operation and Maintenance Expenses							
Water and Sewer Expenses	-5,157,890	-5,604,730	-5,723,707	-5,723,707	-5,895,418	-6,072,281	-6,254,449
Add back depreciation expense	801,254	800,000	845,000	845,000	845,000	845,000	845,000
Total Direct Operation & Maintenance Expenses	-4,356,636	-4,804,730	-4,878,707	-4,878,707	-5,050,418	-5,227,281	-5,409,449
Operating Income	1,762,317	1,181,270	1,120,293	1,127,293	983,617	834,929	681,077
Add Interest Income-Operations	8,536	10,000	10,000	10,000	8,000	2,000	0
Net Income from Operations	1,770,853	1,191,270	1,130,293	1,137,293	991,617	836,929	681,077
Debt Service - 1997 Capital Construction Bond: Paid in full August 2010							
Interest	-3,417	0	0	0	0	0	0
Principal	-300,000	0	0	0	0	0	0
Total Debt Service	-303,417	0	0	0	0	0	0
Major Capital Improvements							
Capital Improvements Expenses	-516,010	-1,125,000	-1,415,000	-1,170,000	-2,075,000	-1,250,000	-1,035,000
Balance - Fiscal Year Operations	951,426	66,270	-284,707	-32,707	-1,083,383	-413,071	-353,923
Newport News Water Agreement Expenses:							
Debt Service-Principal	-445,587	-563,537	-567,905	-581,011	-602,853	-611,590	-633,433
Debt Service-Interest	-295,861	-260,516	-249,246	-237,888	-222,773	-210,715	-192,368
Operating Costs/Purchase of Water	-52,544	-1,615	-75,000	-75,000	-75,000	-75,000	-75,000
Total Water Agreement Expenses	-793,992	-825,668	-892,151	-893,899	-900,626	-897,305	-900,801
Working Capital - Beginning of Year	4,411,131	4,568,565	3,809,167	2,632,309	1,705,703	-278,306	-1,588,682
Working Capital - End of Year	4,568,565	3,809,167	2,632,309	1,705,703	-278,306	-1,588,682	-2,843,406

**Assumptions:**

- 0.0% Growth in Water Consumption for FY 2013 and FY 2014
- 0.5% Growth in Water Consumption for FY 2015 thru FY 2017
- 3.0% Growth in Operating Expenses for FY2015, 2016, and 2017 and level expenses for FY2013 and 2014

## EXHIBIT 2

**CITY OF WILLIAMSBURG  
WATER & SYSTEM OPERATIONS-CASH FLOWS**

	Fiscal Year Ending June 30:						
	2011	2012	2013	2014	2015	2016	2017
Revenue under existing rates:							
Water	4,140,893	4,200,000	4,200,000	4,200,000	4,221,000	4,242,105	4,263,316
Sewer	1,378,041	1,400,000	1,400,000	1,407,000	1,414,035	1,421,105	1,428,211
Total Revenue Under Existing Rates	5,518,934	5,600,000	5,600,000	5,607,000	5,635,035	5,663,210	5,691,526
Additional Water Revenues:							
Rate	Proposed	Months					
<u>Effective Date</u>	<u>Increase</u>	<u>Rate</u>	<u>Effective</u>				
July 1, 2012	6.00%	\$4.55	12		252,000	252,000	252,000
July 1, 2013	5.50%	\$4.80	12		0	244,860	244,860
July 1, 2014	5.00%	\$5.05	12		0	0	234,843
July 1, 2015	5.00%	\$5.30	12		0	0	247,635
July 1, 2016	5.00%	\$5.55	12		0	0	261,072
Subtotal, Additional Revenue from Increases				252,000	496,860	731,703	979,338
Total Revenue from User Charges	5,518,934	5,600,000	5,852,000	6,103,860	6,366,738	6,642,548	6,931,937
Other Utility Income	600,019	386,000	399,000	399,000	399,000	399,000	399,000
Add: Water Tank Proffer from Developer	1,525,000						
Total Operating Revenues	6,118,953	5,986,000	6,251,000	6,502,860	6,765,738	7,041,548	7,330,937
Operation and Maintenance Expenses							
Water and Sewer Utility	-5,157,890	-5,604,730	-5,723,707	-5,723,707	-5,895,418	-6,072,281	-6,254,449
Add back depreciation expense	801,254	800,000	845,000	845,000	845,000	845,000	845,000
Total Direct Operation & Maintenance Expenses	-4,356,636	-4,804,730	-4,878,707	-4,878,707	-5,050,418	-5,227,281	-5,409,449
Operating Income	1,762,317	1,181,270	1,372,293	1,624,153	1,715,320	1,814,268	1,921,487
Add Interest Income-Operations	8,536	10,000	10,000	10,000	8,000	8,000	8,000
Net Income from Operations	1,770,853	1,191,270	1,382,293	1,634,153	1,723,320	1,822,268	1,929,487
Debt Service - 1997 Capital Construction Bond: Paid in full August 2010							
Interest	-3,417	0	0	0	0	0	0
Principal	-300,000	0	0	0	0	0	0
Total Debt Service	-303,417	0	0	0	0	0	0
Major Capital Improvements							
Capital Improvements Expenses	-516,010	-1,125,000	-1,415,000	-1,170,000	-2,075,000	-1,250,000	-1,035,000
Balance - Fiscal Year Operations	951,426	66,270	-32,707	464,153	-351,680	572,268	894,487
Newport News Water Agreement Expenses:							
Debt Service-Principal	-445,587	-563,537	-567,905	-581,011	-602,853	-611,590	-633,433
Debt Service-Interest	-295,861	-260,516	-249,246	-237,888	-222,773	-210,715	-192,368
Operating Costs/Purchase of Water	-52,544	-1,615	-75,000	-75,000	-75,000	-75,000	-75,000
Total Water Agreement Expenses	-793,992	-825,668	-892,151	-893,899	-900,626	-897,305	-900,801
Working Capital - Beginning of Year	4,411,131	4,568,565	3,809,167	2,884,309	2,454,563	1,202,257	877,219
Working Capital - End of Year	4,568,565	3,809,167	2,884,309	2,454,563	1,202,257	877,219	870,906

**Assumptions:**

- 0.0% Growth in Water Consumption for FY 2013 and FY 2014
- 0.5% Growth in Water Consumption for FY 2015 thru FY 2017
- 3.0% Growth in Operating Expenses for FY2015, 2016, and 2017 and level expenses for FY2013 and 2014

**EXHIBIT 3**

<b>WATER AND SEWER RATES COMPARISON (FY 2012)</b>			
	<b>WATER</b>	<b>SEWER</b>	<b>TOTAL</b>
Williamsburg	\$4.30/1000 g	Included in water rate	\$4.30/1000 g
JCSA	0-15 \$2.85/1000 g > 15 \$3.45/1000 g	\$2.80/1000 g	\$5.65+/1000 g
Newport News	\$4.22/1000 g	\$2.98/1000 g	\$7.20/1000 g
Portsmouth	\$4.49/1000 g	\$3.52/1000 g	\$8.01/1000 g
VA Beach	\$4.41/1000 g	\$3.69/1000 g (est.)	\$8.10/1000 g (est.)
Norfolk	\$5.36/1000 g	\$4.36/1000 g	\$9.72/1000 g
Chesapeake	\$5.59/1000 g	\$5.31/1000 g	\$10.90/1000 g
HRSD	N.A.	\$4.08/1000 g	\$4.08/1000 g

**CITY OF WILLIAMSBURG, VIRGINIA**  
**Fiscal Year 2013 Operating Budget**

**Debt Service**

**Computation of Legal Debt Margin (as of June 30, 2011)**

Assessed Value of Real Estate Subject to Taxation - June 30, 2011	\$1,827,509,200
Debt Limit: 10 Percent of Assessed Value*	\$182,750,920
Total Bonded Debt	\$16,538,437
Total Amount of Debt Applicable to Debt Limit	<u>\$16,538,437</u>
Legal Debt Margin	<u>\$166,212,483</u>

\*Virginia statute limits bond issuing authority of Virginia cities to 10% of the assessed real estate value.  
The above calculation includes all debt secured by the full faith and credit of the City

**Summary of Debt Issues:**

Bond:	Fund	Purpose	Date	Matures	Interest Rate	Amount Issued
1	General	Community Bldg / School Improv.	August, 1997	Sept., 2012	30-day Libor less 1.4%	\$4,000,000
2	General	Parking Garage	Oct., 2010	June, 2027	2.75%	\$1,343,200
3	General	Parking Garage / School	April, 2005	April, 2020	3.76%	\$8,500,000
4	Utility	Newport News Water Agreement	Oct., 2010	June, 2027	2.75%	\$9,291,800

**Debt Service by Fiscal Year:**

Fiscal Year	Fund	Principal Payments	Interest	Total Debt Service
2012	General	\$866,740	\$258,659	\$1,125,399
2013	General	\$664,649	\$228,297	\$892,946
2014	General	\$642,332	\$205,189	\$847,521
2015	General	\$666,483	\$181,221	\$847,704
2016	General	\$689,529	\$156,876	\$846,405
2017	General	\$715,289	\$130,772	\$846,061
2018	General	\$712,849	\$104,607	\$817,456
2019	General	\$739,077	\$77,388	\$816,465
2020	General	\$766,220	\$49,027	\$815,247
2021	General	\$794,944	\$19,412	\$814,356
2022	General	\$73,886	\$17,253	\$91,139
2023	General	\$77,043	\$14,000	\$91,043
2024	General	\$80,832	\$10,533	\$91,365
2025	General	\$83,358	\$7,919	\$91,277
2026	General	\$85,884	\$5,229	\$91,113
2027	General	\$88,410	\$2,652	\$91,062

\$48

Fiscal Year	Fund	Principal Payments	Interest	Total Debt Service
2012	Utility	\$563,537	\$260,516	\$824,053
2013	Utility	\$95	\$249,246	\$249,341
2014	Utility	\$581,011	\$237,888	\$818,899
2015	Utility	\$602,853	\$222,773	\$825,626
2016	Utility	\$611,590	\$210,715	\$822,305
2017	Utility	\$633,433	\$192,368	\$825,801
2018	Utility	\$454,324	\$179,699	\$634,023
2019	Utility	\$467,430	\$166,069	\$633,499
2020	Utility	\$480,535	\$151,106	\$631,641
2021	Utility	\$498,009	\$134,288	\$632,297
2022	Utility	\$511,115	\$119,347	\$630,462
2023	Utility	\$532,957	\$96,850	\$629,807
2024	Utility	\$559,168	\$72,867	\$632,035
2025	Utility	\$576,642	\$54,781	\$631,423
2026	Utility	\$594,116	\$36,171	\$630,287
2027	Utility	\$611,590	\$18,348	\$629,938

**Assessed Value of Taxable Property- Last Ten Fiscal Years**

<b>Fiscal Year</b>	<b>Real Estate</b>	<b>Public Service Corporations:</b>			<b>Total</b>
		<b>Personal Property</b>	<b>Real Estate</b>	<b>Personal Property</b>	
2003	995,635,300	68,232,529	49,990,963	340,727	1,114,199,519
2004	1,117,426,100	68,635,038	53,151,294	0	1,239,212,432
2005	1,202,692,600	67,621,580	55,531,820	17,388	1,325,863,388
2006	1,338,705,000	72,164,111	52,041,889	0	1,462,911,000
2007	1,547,651,600	71,871,600	51,334,159	21,358	1,670,878,717
2008	1,803,239,200	70,304,080	52,220,912	13,527	1,925,777,719
2009	1,851,350,800	76,702,715	51,598,088	14,870	1,979,666,473
2010	1,891,045,000	73,274,874	57,063,079	12,804	2,021,395,757
2011	1,827,509,200	74,745,531	58,838,278	16,191	1,961,109,200
2012	1,736,157,600	74,858,716	58,529,832	316,061	1,869,862,209

**Ratio of Annual Debt Service Expenditures for G.O. Bonded Debt  
to Total General Governmental Expenditures - Last Ten Fiscal Years**

<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total Debt Service</b>	<b>Total General Governmental Expenditures</b>	<b>Ratio of Debt Service to Total General Governmental Expenditures *</b>
2000	788,000	345,542	1,133,542	24,941,834	4.54%
2001	788,000	323,094	1,111,094	25,544,970	4.35%
2002	788,000	290,907	1,078,907	27,507,905	3.92%
2003	908,000	361,125	1,269,125	32,029,353	3.96%
2004	5,413,000	352,333	5,765,333	37,274,645	15.47%
2005	918,000	437,444	1,355,444	31,518,436	4.30%
2006	5,872,179	505,332	6,377,511	40,393,943	15.79%
2007	992,425	554,257	1,546,682	43,943,851	3.52%
2008	2,314,249	477,006	2,791,255	44,038,522	6.34%
2009	1,036,704	377,798	1,414,502	40,852,067	3.46%
2010	1,064,816	337,621	1,402,437	39,137,556	3.58%
2011	1,388,610	326,357	1,714,967	37,643,699	4.56%

\* Fiscal Years 2004 and 2006 included debt principal payoff

**Property Tax Rates (per \$100 of valuation)**

<b>Fiscal Year</b>	<b>Real Estate</b>	<b>Personal Property</b>	<b>Personal Property Tax Relief Rate</b>	<b>Machinery &amp; Tools</b>
2003	0.54	3.50	70.0%	3.50
2004	0.54	3.50	70.0%	3.50
2005	0.54	3.50	70.0%	3.50
2006	0.54	3.50	70.0%	3.50
2007	0.54	3.50	70.0%	3.50
2008	0.54	3.50	65.0%	3.50
2009	0.54	3.50	60.0%	3.50
2010	0.54	3.50	54.0%	3.50
2011	0.54	3.50	58.0%	3.50
2012	0.54	3.50	60.0%	3.50

Principal Employers- Current and Nine Years Ago

<u>Employer</u>	2002			2011		
			<u>Percentage of total City Employment</u>			<u>Percentage of total City Employment</u>
	<u>Employees<sup>1</sup></u>	<u>Rank</u>		<u>Employees<sup>1</sup></u>	<u>Rank</u>	
College of William & Mary	1,000+	1	14.46%	1,000+	1	18.78%
Colonial Williamsburg Foundation	1,000+	2	11.97%	1,000+	2	8.74%
Colonial Williamsburg Company	1,000+	3	9.23%	500 to 999	3	5.97%
Williamsburg Community Hospital <sup>2</sup>	500 to 999	4	4.34%			
W-JCC Schools				250 to 499	4	1.73%
Aramark	250 to 499	5	1.39%	250 to 499	5	1.50%
City of Williamsburg	100 to 249	6	1.11%	250 to 499	6	1.44%
Williamsburg Hospitality House	100 to 249	7	0.56%			
Red Lobster & The Olive Garden	100 to 249	8	0.56%	100 to 249	7	0.56%
Walsingham Academy				100 to 249	8	0.56%
Patrick Henry Inn	100 to 249	9	0.56%			
National Center for State Courts	100 to 249	10	0.56%	100 to 249	9	0.56%
Outback Steakhouse				100 to 249	10	0.28%

<sup>1</sup> includes part-time and seasonal employees

<sup>2</sup> now Sentara Healthcare-relocated to neighboring York County in August 2006

**Unemployment Rate and Labor Force**

(Source, Virginia Employment Commission)

<b>Year</b>	<b>Labor Force</b>	<b>Employed</b>	<b>Unemployed</b>	<b>Unemployment Percentage</b>
2002	4,656	4,320	336	7.2%
2003	4,647	4,276	371	8.0%
2004	4,669	4,319	350	7.5%
2005	4,816	4,473	343	7.1%
2006	4,845	4,565	280	5.8%
2007	5,145	4,861	284	5.5%
2008	5,327	4,871	456	8.6%
2009	5,634	4,786	848	15.1%
2010	6,275	5,379	896	14.3%
2011	6,314	5,433	881	14.0%

**Land Area of Original City of Williamsburg and Subsequent Annexations**

<b>Year</b>	<b>Description</b>	<b>Annexation Area (Sq. Miles)</b>	<b>Accumulative Area (Sq. Miles)</b>
1722	Original City	0	0.86
1915	Annexation	0.11	0.97
1923	Annexation	0.48	1.45
1941	Annexation	1.66	3.11
1964	Annexation	2.06	5.17
1984	Annexation	3.88	9.05

**Demographic and Economic Statistics,  
Last Ten Fiscal Years**

<b>Fiscal Year</b>	<b>City Population</b>	<b>Area Population<sup>2</sup></b>	<b>Personal Income (thousands of dollars)<sup>2</sup></b>	<b>Per Capita Personal Income<sup>2</sup></b>	<b>Public School Enrollment <sup>3</sup></b>	<b>Unemployment Rate<sup>1</sup></b>
2003	13,288	66,802	2,484,654	38,444	8,553	8.0%
2004	13,438	69,198	2,725,826	40,748	8,959	7.5%
2005	13,344	71,560	2,859,404	41,394	9,402	7.1%
2006	13,411	73,879	3,163,681	45,778	9,820	5.8%
2007	13,416	75,912	3,641,841	49,432	10,105	5.5%
2008	13,574	77,367	3,819,502	51,031	10,137	8.6%
2009	13,758	78,755	3,788,855	49,551	10,248	15.1%
2010	14,068	81,077	n/a	n/a	10,503	15.2%
2011	n/a	n/a	n/a	n/a	10,587	14.0%

<sup>1</sup> Virginia Employment Commission

<sup>2</sup> Source - Weldon Cooper Center; U.S. Dept of Commerce, Bureau of Economic Analysis, Regional Accounts Data - income & area population figures based on figures for the City of Williamsburg and neighboring James City County combined

<sup>3</sup> Source - Williamsburg-James City County Public Schools - Sept 30th figures

**Miscellaneous Statistics - June 30, 2011**

Date Established by Virginia General Assembly	1699
Date of Incorporation by Royal Charter	1722
Form of Government since 1932	Council-Manager
Population (2000 Census)	11,998
Population (2010 Census)*	14,068
Area	9.05 Sq. Miles
Miles of Streets	50.02
Number of Traffic Signals	15
Fire Protection:	
Number of Stations	1
Firemen: full-time	36
volunteer	30
Police Protection	
Number of Stations	1
Sworn Officers	36
Education:	
Schools (owned by joint school system)	
Grades:	
K-5	8
6-8	4
9-12	3
Recreation:	
Number of Parks	4
Number of Ball Fields	6
Number of Tennis Courts	10
Number of Total Acres	2,036
Culture:	
Number of Public Libraries (Regional)	2
Number of Volumes - June 2011	344,698
Number of Patrons - June 2011	48,416
Number of Items Circulated - FY 2011	1,328,633
Municipal Water Department	
Number of Residential Connections	3,623
Number of Commercial Connections	904
Average Daily Consumption (gallons FY 2011)	2,887,000
Miles of Water Distribution	48
Number of Water Tanks	5
Municipal Employees	182
Number of Hotels & Motels	48
Number of Bed & Breakfasts	29
Number of Restaurants	95

\* Weldon Cooper Center for Public Service

**Accounting System** - The total set of records and procedures which are used to record, classify, and report information on the financial status and operations of the City.

**Accrual Basis of Accounting** - The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at that time or not).

**Account Number** - A numerical code identifying Revenues and Expenditures by Fund, Department, Activity, Type and Object.

**Activity** - One of the tasks, goals, etc., of a departmental program.

**Allocate** – To set apart or earmark for a specific purpose

**Appropriation** - An authorization granted by the City Council to make expenditures and to incur obligations for purposes specified in the budget.

**Assessment** – The value set by the City Assessor annually for a particular real property in the City.

**Balance Budget** – The City Manager annually proposes, and the City Council adopts, a budget or financial plan for the upcoming year in which the revenues available (including any available fund balance from prior years) match or exceed the projected expenditures.

**Budget** - A comprehensive plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. The City's annual budget is established by City Council with a budget resolution.

**Budget Revision** - A formal change in the total amount of budgeted expenditures during a fiscal year by action of City Council.

**Budget Transfer** - A formal transfer from one activity [usually a departmental line item] to another, without changing a department's budget total. Transfers are approved at the City Manager level, and do not require action by City Council.

**Capital Equipment** - An expenditure for a fixed asset that has an expected life of more than (1) year and the cost of which is in excess of \$20,000. Capital items include office equipment, furniture, computers, etc.

**Capital Improvement** - New or expanded physical facilities for the community that are of relatively large size, are relatively expensive, and permanent in nature. For example: street improvements, sidewalks, bridge rehabilitation, buildings, park improvements, and City vehicles. Capital improvements are accounted for in either the Sales Tax Fund for general improvements, or the Utility Capital Improvement Fund for water and sewer related projects.

**Carryover** – Refers to the process of transferring specific funds and obligations previously approved by City Council from the end of one fiscal year to the next fiscal year. City policy is to use this process only for capital projects.

**Constitutional Offices** – The offices or agencies directed by elected officials whose positions (Sheriff, Treasurer, Commissioner of the Revenue, etc.) are established by the Constitution of the Commonwealth of Virginia or its statutes.

**Contingency Account** - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.

**Contractual Service** - An expenditure for services performed by a non-employee. For example: computer, building, and copy machine maintenance, special studies, etc.

**Debt Service** – Principal and interest that the City pays on funds borrowed for capital projects.

**Department** - The Department is the primary administrative unit in City operations. Each is directed by a department head. Departments are generally composed of divisions of activities which share a common purpose.

**Depreciation** - (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence; (2) that portion of the cost of a capital asset which is charged as an expense during a particular period.

**Enterprise Fund** - Used to account for the financing of services where all or most of the operating expenses involved are recovered in the form of charges to users of such services.

**Expenditure** - An expenditure is a decrease in net financial resources for the governmental funds. This includes current operating expenditures requiring the present or future use of current assets.

**Expense** - The same as above when applied to a fund accounted for on an accrual basis, such as the City's Utility Fund.

**Fiscal Year** - The twelve month period on which the City operates its financial affairs. The City of Williamsburg's fiscal year is July 1 through June 30.

**Fixed Asset** - An expenditure for a good that has an expected life of more than (1) year and the cost of which is in excess of \$5,000. Capital items include real property, office equipment, furnishings and vehicles.

**Fund** - A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

**Fund Balance** - The equity of a fund, oftentimes incorrectly referred to as "surplus". It is the difference between a fund's assets and liabilities. Fund Balance is calculated by taking the beginning balance as of the beginning of the fiscal year, adding in all revenues received during the year, and deducting the year's expenditures. It is available to support the spending needs of the fund if necessary.

**General Fund** – The fund type that accounts for the daily operations of the City, supported by local taxes, fees, and State revenues. It is the largest fund in the City's budget.

**Infrastructure** - Roads, bridges, curbs and gutters, streets, sidewalks, drainage systems and lighting systems installed for the common good.

**Line Item** - An individual expenditure (or expense) category listing in the budget (salaries, supplies, etc.)

**Modified Accrual Basis of Accounting** - (a) Revenues are recognized in the accounting period in which they become available and measurable and (b) expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt and certain similar accrued obligations, which should be recognized when due.

**Pay-As-You-Go** - Refers to the method of financing capital projects from savings or normal cash flow. This requires annual appropriation of existing resources without the need to borrow funds.

**Personal Property** – A category of property identified for purposes of taxation in Virginia. It is comprise of personally owned vehicles, as well as corporate property and business equipment. Examples include automobiles, motorcycles, trailers, boats, airplanes, business furnishings, and manufacturing equipment.

**Real Property** – Real estate, including land and improvements, classified for purposes of assessment.

**Retained Earnings** - The total earnings of an enterprise fund (in governmental accounting) since the establishment of the fund. The amount is adjusted by the fund income less expenses - on a full accrual basis of accounting.

**Revenue** – The yield of sources of income that the City of Williamsburg collects and receives into the treasury to pay for public services. Taxes, fees for services and grants are sources of revenue, for example.

**Sales Tax Fund** - This fund accounts for the scheduled major capital improvements for the upcoming year. Williamsburg also refers to this as the General Capital Improvements Program, and is supported exclusively by 1% retail sales tax revenues returned to the locality from the Commonwealth of Virginia, and interest earnings.

**Supplemental Appropriation** – An increase to a department's budget (spending authority) approved by City Council during the course of the fiscal year. It generally involves appropriation of a grant or other outside revenue.

**Surplus** - The excess of revenues over expenditures for a fund during a fiscal year.

**Taxes** - Compulsory charges levied by a government, school, sewer or other special district for the purpose of financing services performed for the common benefit.

**Tax Base** – The total market value of real property (land, buildings, and related improvements), public service corporation property, and personal property (cars, boats, and business tangible equipment) in the City.

**Tax Levy** - The total amount to be raised by either real or personal property taxes.

**Tax Rate** - The amount of taxes levied for each \$100 of assessed valuation, either real or personal property.

**Transfer** - A transfer is a movement of monies from one fund, activity, department, or account to another. This includes budgetary funds and/or movement of assets.

**Working Capital** - Excess of revenues over expenses for the Utility Fund. Working capital, as reported on a balance sheet, approximates cash and cash equivalents.

**Workload Measures** – Represent the numerical inputs, outputs and/or outcomes of City operating programs.

**Commonly Used Governmental Acronyms:**

**BPOL** - Business, Professional and Occupational License Tax, administered by the Commissioner of the Revenue.

**CDBG** – Community Development Block Grant program, funded by the U.S. Dept of Housing & Urban Development (HUD). These grant funds are used in the City to improve housing, neighborhoods, and economic conditions of the City's low and moderate income residents. The City works exclusively with the Williamsburg Redevelopment & Housing Authority (WRHA), as the agency receives Federal funds directly for CDBG projects.

**CIP** – Capital Improvement Program – a five-year plan for capital projects, with the first year of the plan appropriated by City Council by budget resolution.

**CSA** – Comprehensive Services Act for Youth and Families

**FY** – Fiscal Year – City's FY begins July 1<sup>st</sup> each year.

**GAAP** – Generally accepted accounting principals. Uniform minimum standards for financial accounting, recording, and reporting purposes.

**GASB** – Governmental Accounting Standards Board – A non-profit organization organized in 1984 as an operating entity of the Financial Accounting Foundation (FAF) to establish standards of financial accounting and reporting for state and local governmental entities.

**GFOA** – Government Finance Officers Association of the United States and Canada. The purpose of the GFOA is to enhance and promote the professional management of governments for the public benefit.

**FTE** - Full-Time Equivalent - The percentage of time a staff member works represented as a decimal. A full-time authorized staff position is 1.00, equating to 2,080 hours of work per year (2,912 for uniformed firefighters) a half-time person is .50 and a quarter-time person is .25.

**IT** – Information Technology, a department responsible for the City's current and future technology requirements, including local area network and infrastructure, computer hardware, software, maintenance, and replacement plan, voice, video, security, and disaster recovery.